

**NEWSCOOP 3  
FOR  
JOURNALISTS  
AND EDITORS**

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# INTRODUCTION

**1. WHAT IS NEWSLOOP?**

**2. FEATURE LIST**

# I. WHAT IS NEWSCOOP?

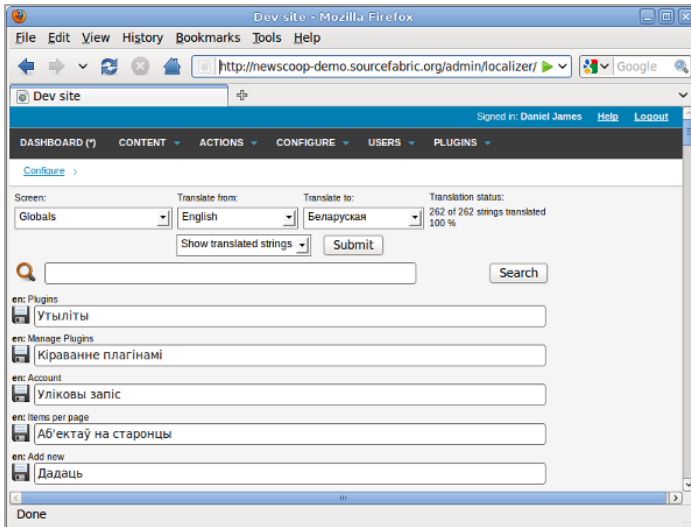
Newscoop is a multi-lingual enterprise content management system for on-line newspapers and magazines, enabling scheduled publishing of multimedia. Built-in revenue generation features include support for paid or trial reader subscriptions, and geolocation-based services.

The administration interface is built with the journalist, editor and publisher in mind, based on feedback from the news organizations around the world that have deployed Sourcefabric's newsroom software since the launch of the first version in 1999.

Newscoop follows a print publishing model, so it structures websites as Publications, Issues, Sections and Articles by default. Newscoop was designed for medium-to-large online publications, but it is capable of handling nimbler sites too.



With Newscoop, you can edit articles using an advanced WYSIWYG interface, and manage articles translated into different languages. A traditional editorial process ensures quality of content: the journalist writes the article, the editor reviews the content, and then the article can be published. The Newscoop administration interface works in most modern web browsers, including Mozilla Firefox and Microsoft Internet Explorer. No browser plug-ins are necessary.



You can also create your own definition of what a particular type of article should include. For example, one article type might consist of "Intro", "Body", and "References", while another type might include only "Body" and "Author Bio". You can incorporate images, audio and video into your articles, for delivery directly in the browser window or as attachments for download. Articles can be categorized with topics, and scheduled for release at a future date, or published immediately.

Newscoop offers full control over the look and feel of your web site via a flexible HTML5 and CSS3 ready template engine. The PHP object-oriented API enables your website developers to build third-party plug-ins too. Built-in support for translation allows the administration interface to be adapted to support new languages quickly and easily.

Managers will appreciate the fine-grained access control for different types of staff users, including journalists, editors, and subscription managers. The integrated subscription features include IP-based access control for corporate and institutional accounts.

Newscoop is Open Source software released by Sourcefabric under the GNU General Public License. It incorporates the TinyMCE WYSIWYG text editor and Plupload file handler from Moxiecode Systems AB, Christophe Dolivet's EditArea as a template editor, and PhotoViewer by Joseph Nicora for thumbnail zooming. Geographical data is provided by GeoNames.

## 2. FEATURE LIST

This list of features is provided as a guide to help you decide if Newscoop is the right content management system for your publication.

### MULTI-LINGUAL CONTENT

All of the content that you create in Newscoop can be **translated**:

- Articles
- Sections
- Issues
- Publications
- Topics (content categorization)
- File attachment descriptions

The Newscoop administration interface has been translated into the following languages (in alphabetical order):

1. Arabic
2. Belarusian
3. Chinese (Simplified)
4. Chinese (Traditional)
5. Croatian
6. Czech
7. Dutch
8. English
9. French
10. Georgian
11. German
12. Korean
13. Polish
14. Portuguese
15. Romanian
16. Russian
17. Serbian (Cyrillic)
18. Serbo-Croatian (Latin)
19. Spanish
20. Swedish

Further translations can be added using a tool built into Newscoop called the "**Localizer**".



## REVENUE GENERATION

1. **Control access** to your content via:
  - User's IP Address (for corporate accounts)
  - Login/password (for individual users)
2. **Control the content** your subscribers have access to:
  - The entire issue
  - Specific sections in each issue
  - Specific sections in a particular language
3. Support for a **trial subscription** period, for instant access while payment is made
4. Set your own **pay periods** (the time between each payment made by a subscriber)
5. **Geolocation** and **mapping** features, enabling location-based services

## EDITORIAL FEATURES

1. Online **WYSIWYG editor** for article editing:
  - o Typical style formatting: bold, italic, etc.
  - o Special support for linking to existing (internal) articles
  - o Ability to split articles into multiple pages
  - o Insert images into your articles
  - o Copy & Paste clean text from Microsoft Word or OpenOffice.org (while preserving bold and italics)
  - o Insert subtitles, which can be used for breaking up the article (pagination)
2. Built with **multiple simultaneous users** in mind
  - o While a journalist is editing an article, it is "locked". A warning will be displayed if anyone else tries to edit the article at the same time. This prevents one journalist from deleting the work of another
3. **Group articles** into sections
4. **Group sections** into an issue
5. Release an issue all at once
6. Allow **subscribers** to access only certain issues
7. **Scheduled Publishing**: automatically publish articles or issues at some time in the future. For articles, you can schedule the following actions:
  - o **publish**
  - o **unpublish**
  - o show the article on the **front page**
  - o remove the article from front page
  - o show the article on the **section page**
  - o remove the article from the section page
8. **Topics**: Categorize your content
  - o Define however many topics you like
  - o Associate any number of topics to an article
  - o Topic can have **subtopics**, subtopics can have **sub-subtopics**, etc.
  - o Topics can be **translated**
9. Dynamic, **Flexible Article Types**
  - o "Article Types" allow you to define your own article format - you aren't limited to just "Introduction" and "Body" fields, for instance. An Article Type consists of a series of data fields
  - o You can define any number and combination of the following field types:
    - date field
    - single-line text field
    - multiple-line text field with WYSIWYG editor
    - drop-down selection containing a list of topics
  - o Reorder how the fields are displayed in the admin interface
  - o Hide fields that are no longer in use
  - o Translate the field names
  - o Change the data type for a field
10. **Image Manager**
  - o View/search all of the images in the system
  - o Edit image **metadata**
  - o **Scale images** any way you want on the fly. Scaled versions are **cached**
11. File **Attachments**
  - o Attach files to articles
  - o Files can have descriptions
  - o You can specify whether the file should be displayed in the browser or popup a download window

## 12. Comments

- Readers can make comments to articles
- Comments can be linked to a forum
- **Flexible implementation**: allow anyone to comment, just subscribers, logged in
- Comments can be **moderated**
- Built-in CAPTCHA for spam prevention

## 13. Works with **SSL** on both the front-end and back-end

# SITE DESIGN

Newscoop has its own **template language** specifically made for online newspapers and magazines. It allows you to customize your site however you want.

- You have access to the following data objects:
  - publications
  - issues
  - sections
  - articles
  - topics
  - current user
  - current language (e.g. automatically show the user an article in their language)
- Control statements such as IF and LIST
- Include other templates
- Built on the **SMARTY** templating engine which allows easy customization and inclusion of third party modules

# ADMINISTRATION

1. Fine-grained **access control**, you can create different user types such as:
  - journalists
  - editors
  - photographers
  - photo editors
  - subscriber managers
  - site administrators
2. **Multiple author support** with contact information, biographies and article tracking
3. All administration actions are **logged**
4. Security
  - Login page **secured** against automated scripting attacks with a CAPTCHA
  - Login password is **encrypted** when sent to the server
5. Backup
  - Command-line "**backup**" and "**restore**" scripts make it easy to backup your entire site and restore it with one command
  - You can also easily **transfer** your site from one server to another using these scripts
6. Automated Feedback and Bug Reporting
  - If something goes wrong in the administration interface, a special screen will appear which allows you to submit the problem back to the Newscoop team
  - You can also submit feedback directly in the administration interface, such as suggestions or feature requests

## DEVELOPERS

- Completely open-source LAMP development stack (Linux, Apache, MySQL, and PHP)
- Easy to use object-oriented API to develop plugins or alternative interfaces
- Easy-to-read code
- Open development process - all planning, specs, and reviews are done in the open. Developing Newscoop is a community process

## FULL COMMERCIAL SUPPORT

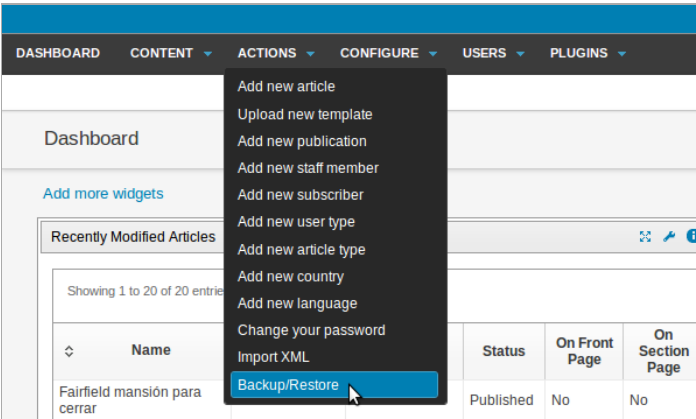
- Paid per-incident support is available from Sourcefabric (<http://www.sourcefabric.org>). Guaranteed support contracts ensure a 24-hour response time
- If you need additional features in Newscoop, they can be ordered from Sourcefabric at a very reasonable cost and delivered in a timely manner
- Sourcefabric has a team of full-time developers working to make Newscoop easier to use, with the features you want
- Community support is available via mailing lists and forums (<http://forum.sourcefabric.org>)

# INSTALLATION

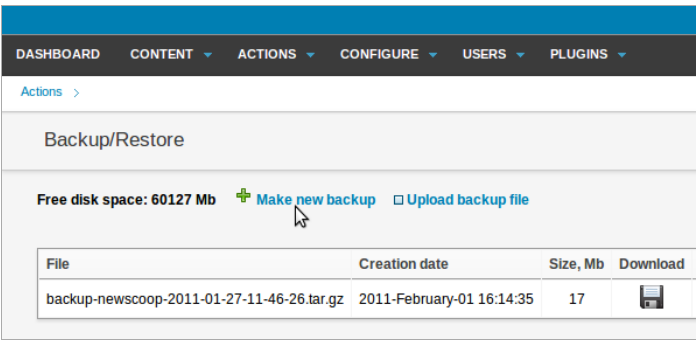
- 3. BACKUP AND UPGRADE**
- 4. AUTOMATED INSTALLATION**
- 5. MANUAL INSTALLATION**
- 6. INSTALLATION STEPS**
- 7. INSTALLING A SAMPLE PUBLICATION**

# 3. BACKUP AND UPGRADE

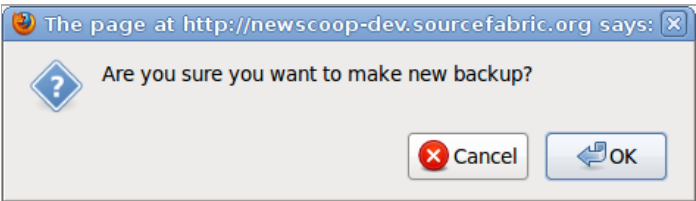
Before upgrading a running server to the latest version of Newscoop, it is strongly recommended that you back up your publication database, templates, images, file attachments and configuration files. First, log in to the administration interface (see the *Getting started* chapter in this manual for details). Click on Actions in the main navigation menu. At the lower end of this menu, click Backup/Restore.



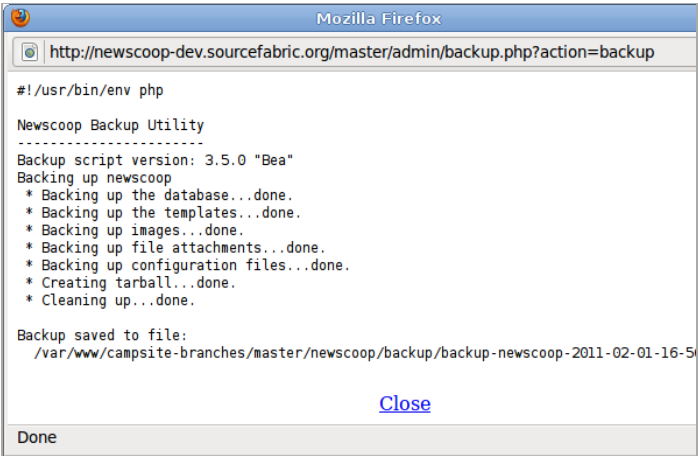
On the Backup/Restore page which opens, click the **Make new backup** link next to the green plus sign icon.



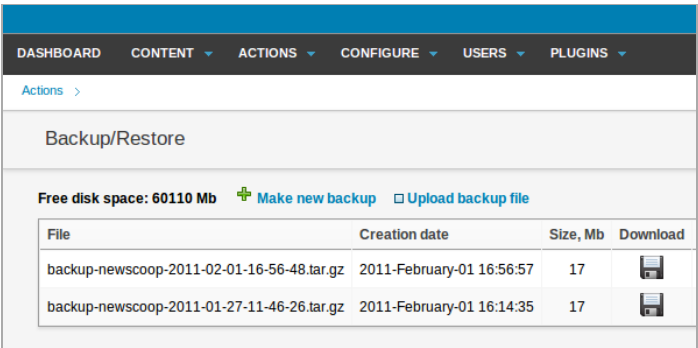
A dialog box will ask you if you are sure you want to make the backup.



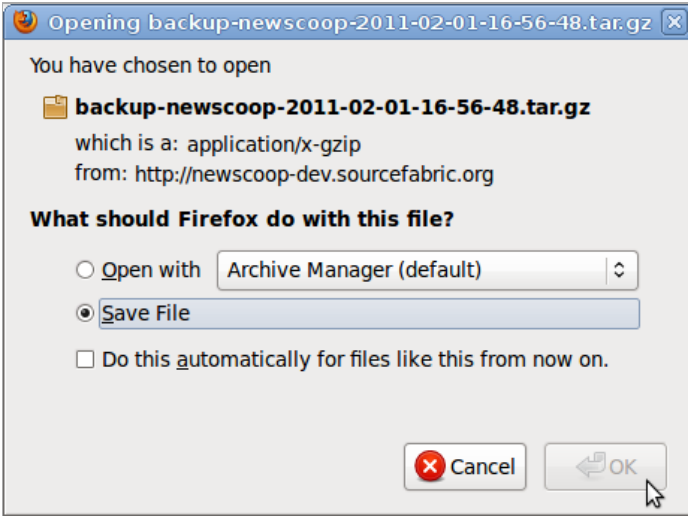
Click the OK button, and a pop-up window will display the progress of the backup. Once the window reports **Backup saved to file:** you can click the **Close** link to return to the Newscoop administration interface.



On the Backup/Restore page, the backup you just made should be listed, together with any previous backups.



Click on the disk icon in the Download column to save the gzipped **backup tarball** (with the .tar.gz file extension) from your Newscoop server to your desktop computer.



To restore a previous backup into a running Newscoop system, click the **Upload backup file** link, and then select the backup from your desktop computer's file system.

## RUNNING THE UPGRADE SCRIPT

After you have completed the backup successfully, update your Newscoop installation using either the automated or manual methods described in the following chapters. Then run the **upgrade.php** script in your web browser, for example:

`http://www.example.com/upgrade.php`



## 4. AUTOMATED INSTALLATION

Ready made packages of Newscoop are available for Debian and Ubuntu GNU/Linux via secure apt. This is the recommended installation method for Newscoop, because it offers automatic updates and resolution of package dependencies. This guide assumes that you have sudo or root powers on the target server - if not, you need to ask your system administrator to install Newscoop for you.

### INSTALLING MYSQL

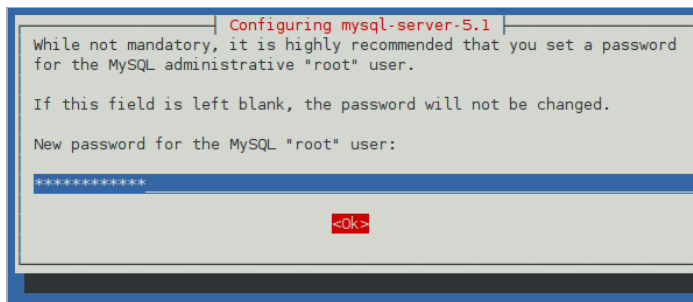
Two components of the MySQL database management system are needed by Newscoop:

- the server
- the client programs

Depending on your requirements, you may prefer to run the MySQL database server on a separate machine from the MySQL client. The MySQL client must be installed on the same machine as Newscoop. On Debian/Ubuntu, installing the **mysql-server** metapackage will install the latest versions of both the server and client packages.

```
$ sudo apt-get install mysql-server
```

During the installation of MySQL, you should be prompted to set a root password for the MySQL server, which is an important security feature. Make a note of this password and keep it in a secure place, as you will need it shortly.



Note that the MySQL root user is different from the system root user, and should have a different password.

### SETTING UP THE DATABASE USER AND PASSWORD

An existing Newscoop installation should have a named database already set up on a MySQL server, with access protected by a username and password. For a new installation of Newscoop, you will need to tell the installer to create a database to store your content in. This means you will need a MySQL user account with database creation privileges set up in advance. If you don't already have an account, you can set up a database username and password for the Newscoop installer to use with the following steps.

1. Connect to the database management system using the **root** account and the password that you set during the MySQL installation.

```
$ mysql -u root -p
Enter password:
Welcome to the MySQL monitor.  Commands end with ; or \g.
Your MySQL connection id is 34
Server version: 5.1.41-3ubuntu12.8 (Ubuntu)
```

Type 'help;' or '\h' for help. Type '\c' to clear the current input statement.

2. The shell prompt will change to a **mysql>** prompt, which requires a semicolon at the end of each command. Create a user account for Newscoop to connect to the database, limiting it to connecting from the **localhost** if Newscoop and MySQL are to be installed on the same server. Otherwise, specify the server that Newscoop will be connecting to MySQL from. Make a note of the username (**newscoop\_user** in the example below) and password (**newscoop\_user\_password** in the example) that you set, in a secure place. You will need these details during the Newscoop installation.

```
mysql> CREATE USER 'newscoop_user'@'localhost'
-> IDENTIFIED BY 'newscoop_user_password';
Query OK, 0 rows affected (0.04 sec)
```

3. Grant access privileges to the user you just created. In this example, **newscoop.\*** means all tables of a database called **newscoop**, which has not yet been created. You will need to provide this database name to the Newscoop installer, so that it can create the database later.

```
mysql> GRANT ALL ON newscoop.*
-> TO 'newscoop_user'@'localhost';
Query OK, 0 rows affected (0.00 sec)
```

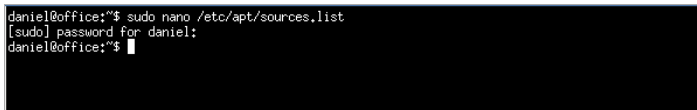
4. Exit from the database management system and return to the shell prompt.

```
mysql> quit;
Bye
$
```

## SETTING UP THE SECURE APT REPOSITORY

To add the repository that contains the Newscoop software, open the **sources.list** file in the nano editor with:

```
$ sudo nano /etc/apt/sources.list
```



```
daniel@office:~$ sudo nano /etc/apt/sources.list
[sudo] password for daniel:
daniel@office:~$
```

Type your password, and the **sources.list** file will open. For Ubuntu Lucid LTS, scroll to the end of this document and add the following line:

```
deb http://apt.64studio.com/backports/ lucid-backports main
```

For Ubuntu Maverick, substitute *maverick-backports* in place of *lucid-backports*. For Debian Squeeze, substitute *squeeze-backports* in place of *lucid-backports*.

```
GNU nano 2.2.2      File: /etc/apt/sources.list

## newer versions of some applications which may provide useful features.
## Also, please note that software in backports WILL NOT receive any review
## or updates from the Ubuntu security team.
## deb http://gb.archive.ubuntu.com/ubuntu/ lucid-backports main restricted universe multiverse
## deb-src http://gb.archive.ubuntu.com/ubuntu/ lucid-backports main restricted universe multiverse

## Uncomment the following two lines to add software from Canonical's
## 'partner' repository.
## This software is not part of Ubuntu, but is offered by Canonical and the
## respective vendors as a service to Ubuntu users.
## deb http://archive.canonical.com/ubuntu lucid partner
## deb-src http://archive.canonical.com/ubuntu lucid partner

deb http://security.ubuntu.com/ubuntu lucid-security main
deb http://security.ubuntu.com/ubuntu lucid-security universe

# local repo
# deb http://localhost/backports 64studio main
# deb-src http://localhost/backports 64studio main
# deb http://localhost/backports lucid-backports main
# deb-src http://localhost/backports lucid-backports main

deb http://apt.64studio.com/backports/ lucid-backports main

^G Get Help      ^O WriteOut     ^R Read File    ^V Prev Page    ^X Cut Text     ^C Cur Pos
^E Exit          ^J Justify      ^W Where Is    ^N Next Page    ^U UnCut Text  ^I To Spell
```

Press Ctrl+O to write out the sources.list file, and Ctrl-X to quit the nano editor.

You now need to update your sources. Type:

```
$ sudo apt-get update
```

You will probably see an error message about a missing public key.

```
daniel@office:~$ sudo apt-get update
Get: 1 http://apt.64studio.com lucid-backports Release.gpg [198B]
Hit http://security.ubuntu.com lucid-security Release.gpg
Hit http://gb.archive.ubuntu.com lucid Release.gpg
Ign http://apt.64studio.com/backports/ lucid-backports/main Translation-en_GB
Ign http://security.ubuntu.com/ubuntu/ lucid-security/main Translation-en_GB
Hit http://gb.archive.ubuntu.com/ubuntu/ lucid/main Translation-en_GB
Get: 2 http://apt.64studio.com lucid-backports Release [3,424B]
Ign http://apt.64studio.com lucid-backports Release
Ign http://security.ubuntu.com/ubuntu/ lucid-security/universe Translation-en_GB
Ign http://gb.archive.ubuntu.com/ubuntu/ lucid/universe Translation-en_GB
Hit http://security.ubuntu.com lucid-security Release
Ign http://apt.64studio.com lucid-backports/main Packages
Get: 3 http://gb.archive.ubuntu.com lucid-updates Release.gpg [198B]
Hit http://security.ubuntu.com lucid-security/main Packages
Ign http://gb.archive.ubuntu.com/ubuntu/ lucid-updates/main Translation-en_GB
Ign http://apt.64studio.com lucid-backports/main Packages
Ign http://gb.archive.ubuntu.com/ubuntu/ lucid-updates/universe Translation-en_GB
Hit http://security.ubuntu.com lucid-security/universe Packages
Hit http://gb.archive.ubuntu.com lucid Release
Get: 4 http://apt.64studio.com lucid-backports/main Packages [2,813B]
Get: 5 http://gb.archive.ubuntu.com lucid-updates Release [44,7kB]
Hit http://gb.archive.ubuntu.com lucid/main Packages
Hit http://gb.archive.ubuntu.com lucid/universe Packages
Get: 6 http://gb.archive.ubuntu.com lucid-updates/main Packages [432kB]
Get: 7 http://gb.archive.ubuntu.com lucid-updates/universe Packages [179kB]
Fetched 663kB in 6s (101kB/s)
Reading package lists... Done
W: GPG error: http://apt.64studio.com lucid-backports Release: The following signatures couldn't be
verified because the public key is not available: NO_PUBKEY 1CC13488794DCDD1
daniel@office:~$
```

To fix this, you need to install the 64studio-apt package, which contains the package signing key:

```
$ sudo apt-get install 64studio-apt
```

```
daniel@office:~$ sudo apt-get install 64studio-apt
Reading package lists... Done
Building dependency tree
Reading state information... Done
The following NEW packages will be installed
  64studio-apt
0 upgraded, 1 newly installed, 0 to remove and 0 not upgraded.
Need to get 3,382B of archives.
After this operation, 45.1kB of additional disk space will be used.
WARNING: The following packages cannot be authenticated!
  64studio-apt
Install these packages without verification [y/N]? y
Get: 1 http://apt.64studio.com/backports/ lucid-backports/main 64studio-apt 0.1~lucid1 [3,382B]
Fetched 3,382B in 0s (8,376B/s)
Selecting previously deselected package 64studio-apt.
(Reading database ... 271609 files and directories currently installed.)
Unpacking 64studio-apt (from .../64studio-apt_0.1~lucid1_all.deb) ...
Setting up 64studio-apt (0.1~lucid1) ...

daniel@office:~$
```

Update your sources again, to confirm that you are now using a trusted software repository:

```
$ sudo apt-get update
```

You should no longer see the error message about the public key.

## INSTALLING THE NEWSCOOP PACKAGE

After confirming that the secure apt repository is set up, you can install the Newscoop package:

```
$ sudo apt-get install newscoop
```

This command will install all of the Newscoop components, plus any other packages that Newscoop requires in order to run.

```
daniel@office:~$ sudo apt-get install newscoop
Reading package lists... Done
Building dependency tree
Reading state information... Done
The following NEW packages will be installed
  newscoop
0 upgraded, 1 newly installed, 0 to remove and 0 not upgraded.
Need to get 23.8MB of archives.
After this operation, 74.7MB of additional disk space will be used.
Get: 1 http://apt.64studio.com/backports/ lucid-backports/main newscoop 3.5.0~rc2-2~lucid1 [23,8MB]
Fetched 23,8MB in 2min 42s (147kB/s)
Selecting previously deselected package newscoop.
(Reading database ... 271662 files and directories currently installed.)
Unpacking newscoop (from .../newscoop_3.5.0~rc2-2~lucid1_all.deb) ...
Setting up newscoop (3.5.0~rc2-2~lucid1) ...

daniel@office:~$
```

The package installer will ask you a few questions about the kind of server you want to set up, such as the Apache configuration that you require.

```
Configuring newscoop

This setup script can perform apache web-server configuration so that
you can connect to newscoop directly after this installation.

Production systems should choose "dedicated v-host". This option will
ask for a Server host-name (FQDN) and will create a minimal apache vhost
configuration that you can adapt.

"system-wide (all vhosts)" apache-config configures
http://all-apache-virtual-hosts/newscoop/ using /etc/apache/conf.d/ This
is the recommended if newscoop is the sole web-service on this server
and also for test-installations.

"no, thanks": no problem. You're welcome to set it up however you like.
Note that the files in /etc/newscoop/ may come in handy doing so.

<Ok>
```

Optionally, install XCache for optimum Newscoop performance:

```
$ sudo apt-get install php5-xcache
```

Configuration options for XCache are covered in the *Manual installation* chapter.

Finally, check that Newscoop is running. Open a web browser with the URL of the web server that you have installed, such as <http://www.example.com>. For a test installation accessed from the same machine, this URL might be:

```
http://localhost/
```

If you see the Newscoop installer page, and you do not wish to adjust the default XCache settings, you can now skip the chapter *Manual installation* and proceed to the chapter *Installation steps*.

# 5. MANUAL INSTALLATION

The following manual installation method is intended for more experienced system administrators, and assumes that you have sudo or root powers on the target server. If ready-made packages of Newscoop are not available for your GNU/Linux distribution of choice, you can install the software manually using the tarball available for download from Sourcefabric:

<http://newscoop.sourcefabric.org/>

## DEPENDENCIES

Before performing a manual installation, you will have to verify that all of the dependency packages that Newscoop requires are already installed and working. These dependencies are:

1. **Apache web server** (<http://www.apache.org>) version 2.0.x or newer.

On Debian or Ubuntu GNU/Linux, you can install the **apache2** metapackage, which will install all of the web server packages you need.

```
$ sudo apt-get install apache2
```

2. **MySQL database management system** (<http://www.mysql.com>) version 5.0 or newer.

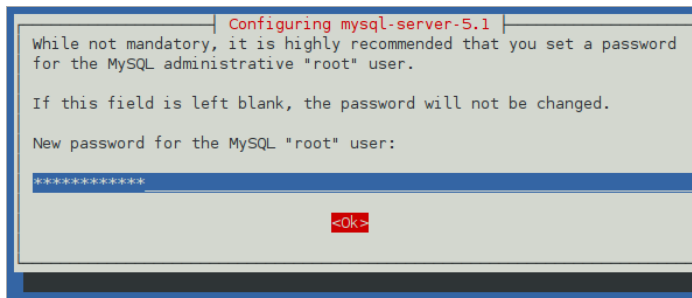
Two components of MySQL are needed for Newscoop:

- the server
- the client programs

These components are usually packaged separately, because you may prefer to run the MySQL server on another machine from the MySQL client, which must be installed on the same machine as Newscoop. On Debian/Ubuntu, installing the **mysql-server** metapackage will install the latest versions of both the server and client packages.

```
$ sudo apt-get install mysql-server
```

During the installation of MySQL, you should be prompted to set a root password for the MySQL server, which is an important security feature. Make a note of this password and keep it in a secure place, as you will need it shortly.



Note that the MySQL root user is different from the system root user, and should have a different password.

### 3. PHP scripting language (<http://www.php.net>) version 5.0 or newer.

The following PHP modules must be installed:

- php5-cli - Command Line Interface module
- php5-mysql - functions for accessing the MySQL database server
- php5-gd - provides a module for handling graphics from PHP scripts

```
$ sudo apt-get install php5-cli php5-mysql php5-gd
```

These modules have the same names in the equivalent Debian/Ubuntu packages. You will also need the PHP module for the Apache web server, which has the package name **libapache2-mod-php5** in Debian/Ubuntu. This package should be installed automatically as a dependency when installing the PHP packages mentioned above.

### 4. ImageMagick (<http://www.imagemagick.org>).

Needed for creating thumbnails of images. Available in Debian/Ubuntu's **imagemagick** package.

```
$ sudo apt-get install imagemagick
```

All of these Newscoop dependencies are available as standard packages in most GNU/Linux distributions. You should be able to find them using your distribution's software package manager, although the exact package names can vary from the examples given above for Debian/Ubuntu.

## SETTING UP THE DATABASE USER AND PASSWORD

An existing Newscoop installation should have a named database already set up on a MySQL server, with access protected by a username and password. For a new installation of Newscoop, you will need to tell the installer to create a database to store your content in. This means you will need a MySQL user account with database creation privileges set up in advance. If you don't already have an account, you can set up a database username and password for the Newscoop installer to use with the following steps.

1. Connect to the database management system using the **root** account and the password that you set during the MySQL installation.

```
$ mysql -u root -p
Enter password:
Welcome to the MySQL monitor.  Commands end with ; or \g.
Your MySQL connection id is 34
Server version: 5.1.41-3ubuntu12.8 (Ubuntu)
```

Type 'help;' or '\h' for help. Type '\c' to clear the current input statement.

2. The shell prompt will change to a **mysql>** prompt, which requires a semicolon at the end of each command. Create a user account for Newscoop to connect to the database, limiting it to connecting from the **localhost** if Newscoop and MySQL are to be installed on the same server. Otherwise, specify the server that Newscoop will be connecting to MySQL from. Make a note of the username (**newscoop\_user** in the example below) and password (**newscoop\_user\_password** in the example) that you set, in a secure place. You will need these details during the Newscoop installation.

```
mysql> CREATE USER 'newscoop_user'@'localhost'
-> IDENTIFIED BY 'newscoop_user_password';
```

```
Query OK, 0 rows affected (0.04 sec)
```

4. Grant access privileges to the user you just created. In this example, **newscoop.\*** means all tables of a database called **newscoop**, which has not yet been created. You will need to provide this database name to the Newscoop installer, so that it can create the database later.

```
mysql> GRANT ALL ON newscoop.*
      -> TO 'newscoop_user'@'localhost';
Query OK, 0 rows affected (0.00 sec)
```

5. Exit from the database management system and return to the shell prompt.

```
mysql> quit;
Bye
$
```

## PHP MODULES

On Debian or Ubuntu, the PHP modules that you have installed should be configured automatically, with an entry for each module added to the `/etc/php5/apache2/conf.d/` directory. You can also create your own PHP customization options using files in that directory, which should not be overwritten when the main `php.ini` file is upgraded.

On other distributions of GNU/Linux, you may need to add a line for each module to the `php.ini` file, such as `/etc/php5/apache2/php.ini` or similar. The following extensions should be enabled. If the line is already present but starts with the semi-colon comment `;` you will need to remove this character for the corresponding extension to work.

```
extension=gd.so
extension=mysqli.so
extension=mysql.so
```

## PHP CONFIGURATION

On any GNU/Linux distribution, the **php.ini** file contains some default settings which should be checked or adjusted to enable optimum Newscoop performance and security. You can do this by opening the file in your text editor:

```
$ sudo nano /etc/php5/apache2/php.ini
```

The recommend settings are that you should:

1. Turn off `register_globals` because it's a potential security hole:

```
register_globals = Off
```

2. Set the amount of memory available to at least 128MB:

```
memory_limit = 128M
```

3. Turn off magic quotes:

```
magic_quotes_gpc = Off
```

4. Allow HTTP file uploads:

```
file_uploads = On
```



The values above are the default settings on Debian or Ubuntu. You may wish to adjust the following two settings, which affect the maximum size of media that Newscoop users can upload.

5. The maximum size of POST data that PHP will accept defaults to 8MB on Debian/Ubuntu. You may find that you need to set this higher, for example:

```
post_max_size = 100M
```

6. The maximum allowed size for uploaded files defaults to 2MB on Debian/Ubuntu. This is likely to be insufficient for large multimedia attachments, so you may wish to set this value higher. However, it must not be higher than the maximum POST size set above, otherwise large uploads may fail.

```
upload_max_filesize = 100M
```

7. You may also wish to disable automatic session garbage collection, which can cause permissions errors to be shown in the browser if your server runs Debian or Ubuntu. These GNU/Linux distributions use a cron job `/etc/cron.d/php5` to perform garbage collection instead.

```
session.gc_probability = 0
```

## APACHE CONFIGURATION

The Apache web server's configuration will need to be adjusted to set the path to the Newscoop files and templates. On Debian or Ubuntu, Apache configuration files are usually found in the `/etc/apache2/sites-available/` directory.

1. Create a file such as **newscoop** containing a virtual host definition.

```
$ sudo nano /etc/apache2/sites-available/newscoop
```

For a publication with the domain name `www.example.com`, you could use a virtual host definition like the following:

```
<VirtualHost *:80>
    DocumentRoot /var/www/newscoop
    ServerName example.com
    ServerAlias www.example.com
    DirectoryIndex index.php index.html
    <Directory /var/www/newscoop>
        Options -Indexes FollowSymLinks MultiViews
        AllowOverride All
        Order allow,deny
        Allow from all
    </Directory>
</VirtualHost>
```

If the `ServerName` or `ServerAlias` that you are using is not yet set up in DNS for this particular machine's IP address, you can create a temporary hostname in your `/etc/hosts/` file which will enable you to test the installation locally.

2. Disable the default Apache configuration, if you aren't using it.

```
$ sudo a2dissite default
Site default disabled.
Run '/etc/init.d/apache2 reload' to activate new configuration!
```

3. Enable the Newscoop configuration that you just created.

```
$ sudo a2ensite newscoop
```

Enabling site newscoop.  
Run '/etc/init.d/apache2 reload' to activate new configuration!

4. You may also need to enable Apache's rewrite module. On Debian/Ubuntu, you can do this with the **a2enmod** command:

```
$ sudo a2enmod rewrite
```

The server should respond:

Enabling module rewrite.  
Run '/etc/init.d/apache2 restart' to activate new configuration!

5. Restart Apache as suggested by the output of the command above, so that the Newscoop configuration and the new modules can be loaded:

```
$ sudo /etc/init.d/apache2 restart
```

The server should respond:

```
* Restarting web server apache2 [ OK ]
```

## INSTALLING NEWSCOOP

1. Extract the Newscoop tarball that you downloaded in your working directory. This action will generate a directory named 'newscoop'.

```
$ tar -xvzf newscoop-3.5.0.tar.gz
```

2. Change into the 'newscoop' directory, and examine the contents with the **ls** command.

```
$ cd newscoop  
$ ls
```

The output of this command should appear similar to:

```
ChangeLog  COPYING  CREDITS  documentation  INSTALL  README  src  UPGRADE
```

3. Copy the contents of the **src** directory into the DocumentRoot directory of the Apache virtual host that you set up, such as **/var/www/newscoop/**

```
$ sudo cp -r newscoop/* /var/www/newscoop/
```

4. Change the ownership of the DocumentRoot directory to the username of the web server, for instance **www-data** on Debian or Ubuntu.

```
$ sudo chown -R www-data /var/www/newscoop/
```

5. Open a web browser with the URL of the Apache **ServerName** or **ServerAlias** that you set up earlier. If you see the Newscoop installer page, you are ready to proceed through the installation steps.

## INSTALLING XCACHE

This step is optional, but highly recommended for optimum Newscoop performance. On Ubuntu, you can install XCache with the following command:

```
$ sudo apt-get install php5-xcache
```

You may wish to adjust the XCache configuration for your particular requirements:

```
$ sudo nano /etc/php5/conf.d/xcache.ini
```

On a Debian or Ubuntu server with two processors, example adjustments to the default configuration might be:

```
; Configure this to use admin pages
xcache.admin.user = "my_admin_name"

; xcache.admin.pass = md5($your_password)
xcache.admin.pass = "5f4dcc3b5aa765d61d8327deb882cf99"

; to enable : xcache.size=64M etc (any size > 0) and your system mmap allows
xcache.size = 32M

; set to cpu count (cat /proc/cpuinfo |grep -c processor)
xcache.count = 2

; for *nix, xcache.mmap_path is a file path, not directory.
xcache.mmap_path = "/var/cache/xcache"
```

The value of **xcache.admin.pass** shown above is just an example. You should generate your own md5 hashed password using a piped command such as:

```
$ echo -n "password"|md5sum
```

You can set up your Apache VirtualHost to allow administrator access to the XCache statistics page from the localhost, or a specific IP address that you determine. Add a stanza like the following to the VirtualHost definition that you created earlier:

```
# php xcache stats
Alias /xcache/ /usr/share/xcache/admin/
<Directory "/usr/share/xcache/admin/">
    AllowOverride None
    Options ExecCGI
    Order allow,deny
    Allow from localhost
</Directory>
```

# 6. INSTALLATION STEPS

At the URL of your publication's new site, Newscoop should display a *Pre-installation Check* page indicating the status of dependencies.

RE-CHECKNEXT

Requirement	Status
PHP >= 5.2	Yes
MySQL Support	Yes
Exec() function enabled	Yes
System() function enabled	Yes
PHP CLI (Command Line)	Yes
APC (PHP Cache) Support	Yes
Gd Image Functions Support	Yes
Session Handling Support	Yes
Rewrite Module	Yes
Document Root Writable	Yes
Cron Jobs Writable	Yes
Configuration Files Writable	Yes
Templates Folder Writable	Yes
Templates Cache Writable	Yes
Plugins Folder Writable	Yes
Backup Folder Writable	Yes

Option	Recommended	Current Set
Safe Mode	Off	Off
Register Globals	Off	Off
File Uploads	On	On
Session Auto Start	Off	Off

Progress...

Pre-installation Check

License


Database Settings

Main Configuration

Sample Site

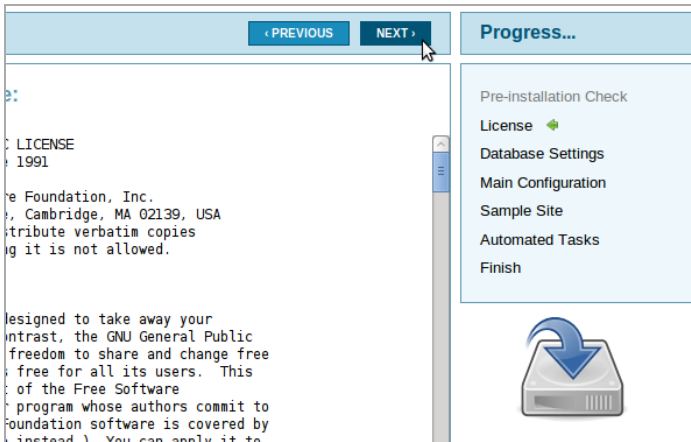
Automated Tasks

Finish



If there are any **No** entries in the *Status* column, check your Apache server logs for errors. Otherwise, click the Next button to run through the installation steps.

The next step is for you to review the license under which Newscoop is distributed, which is the GNU General Public License version 3. Click the Next button if you accept the license terms.



Next, you need to set the **Server Name/Address** for the database, which will be *localhost* if Apache and MySQL are running on the same machine. You only need to enter a number in the **Server Port** field if you are using a non-standard MySQL port. Then enter the **User Name**, **User Password** and **Database Name** that you set up earlier.

This screenshot shows the 'Progress...' window with the 'Database Settings' step highlighted. The main area on the left contains several input fields: 'Server Name/Address:' with 'localhost' entered, 'Server Port: (Optional)' which is empty, 'User Name:' with 'newscoop\_user' entered, 'User Password:' which is masked with dots, and 'Database Name:' with 'newscoop' entered. The right sidebar shows the same list of steps as the previous image, with 'Database Settings' now highlighted with a green arrow. The server icon is also present at the bottom right.

If you enter a **Database Name** which already exists on the specified server, you will be asked if you wish to **Overwrite Database**. Only click the **Yes** option if you are very sure that any production databases are fully backed up.

PREVIOUSNEXT

There is already a database named *newscoop*.

If you are sure to overwrite it, check Yes for the option below. If not, just change the *Database Name* and continue.

**Server Name/Address:**

**Server Port: (Optional)**

**User Name:**

**User Password:**


**Database Name:**

**Overwrite Database:** Yes☒ No☐

### Progress...

- Pre-installation Check
- License
- Database Settings
- Main Configuration
- Sample Site
- Automated Tasks
- Finish



Next is the Main Configuration page, which is where you set the name of your first publication, as well as the password and email address for Newscoop's **admin** user. This user account is critical for management of your Newscoop publications, so make sure that you keep the password somewhere secure.

PREVIOUSNEXT

**Site Title:**

**Administrator Password:**


**Confirm Password:**

**Administrator E-Mail:**

### Progress...



- Pre-installation Check
- License
- Database Settings
- Main Configuration
- Sample Site
- Automated Tasks
- Finish



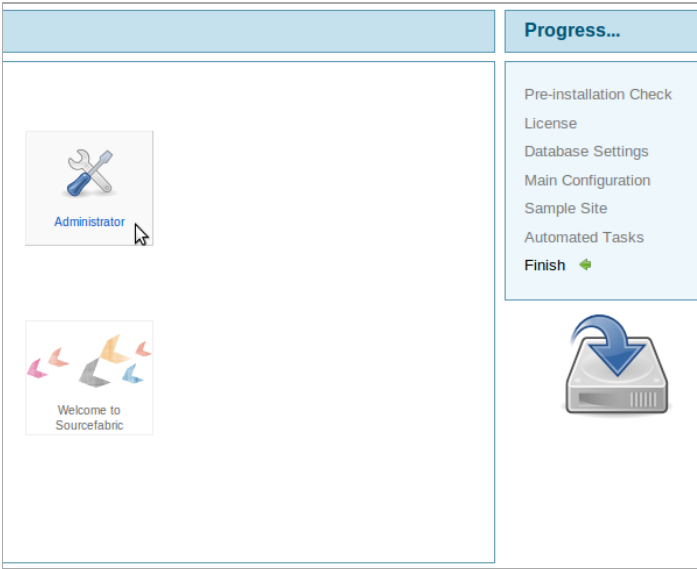
Newscoop includes a demonstration publication template which you can use for evaluation purposes. For the demo template to work, you will need to set up a **Publication alias** with your chosen **ServerName** later. If you already have a template designed, or wish to start with an empty template set, click the **No, thanks!** radio button.

<div> <div>PREVIOUS</div> <div>NEXT</div> </div>		<div>Progress...</div>
<p>Please choose a sample site:</p> <p> <input type="radio"/> No, thanks!           <input checked="" type="radio"/> The Journal       </p> <div>  <div>The Journal sample site</div> </div>		<div> <div>Pre-installation Check</div> <div>License</div> <div>Database Settings</div> <div>Main Configuration</div> <div>Sample Site </div> <div>Automated Tasks</div> <div>Finish</div> </div> <div>  </div>

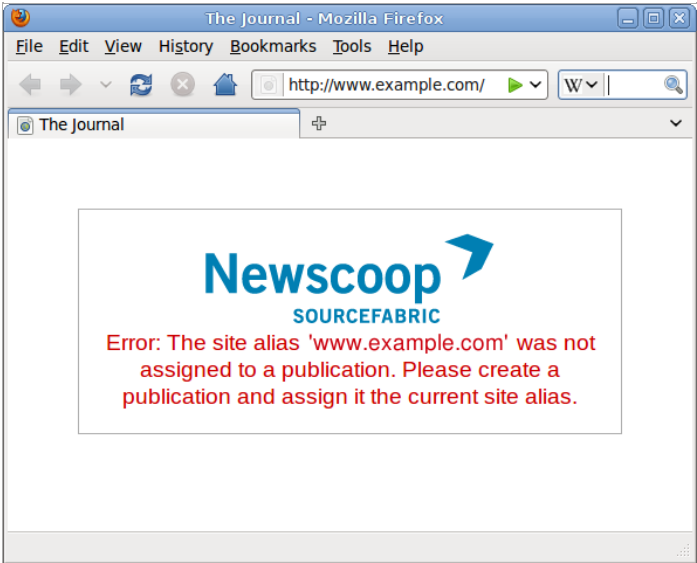
The next page of the installer sets up automated maintenance tasks for your Newscoop server, using **cron** jobs.

<div> <div>PREVIOUS</div> <div>NEXT</div> </div>		<div>Progress...</div>
<p><b>Autopublish:</b> Modifies the status of issues and articles scheduled for certain actions.</p> <p><b>Events Notifier:</b> Sends emails to administrative users containing the latest events that took place in Campsite.</p> <p><b>Indexer:</b> Indexes the article content (update the search engine database).</p> <p><b>Statistics:</b> Updates Web site statistics.</p> <p><b>Subscriptions Notifier:</b> Sends emails to subscribers alerting them when their subscription ends.</p> <p>You can read more on this in the <a href="#">Campsite manual</a>.</p>		<div> <div>Pre-installation Check</div> <div>License</div> <div>Database Settings</div> <div>Main Configuration</div> <div>Sample Site</div> <div>Automated Tasks </div> <div>Finish</div> </div> <div>  </div>

Once installation has completed, two large buttons are shown. Clicking on the upper button, with a tools icon, redirects you to the Newscoop administrator interface. The lower button takes you to the Sourcefabric website, for further information and support on Newscoop.



If you attempt to access the reader side of your new website before logging into the administration interface for the first time, you may see an error message in your web browser that the site alias (such as **www.example.com**) was not yet assigned to a publication. This aspect of Newscoop configuration is dealt with in the *Creating a publication* chapter of this manual.





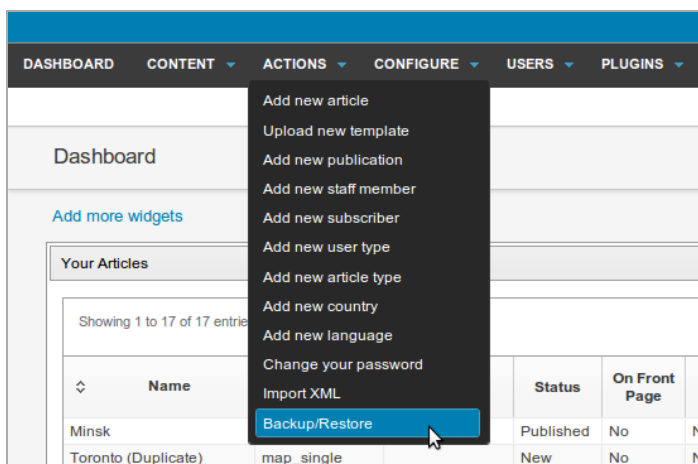
# 7. INSTALLING A SAMPLE PUBLICATION

Newscoop's templating engine allows you to customise your online publication with full separation of design and content. You do not need to compromise when tailoring the template to fit your design, but some Newscoop publications prefer to start with a ready-made template.

On the Sourcefabric website you can find a number of sample publications for Newscoop, providing all elements of a publication: database structure, sample content and the actual templates. These sample publications are provided in the form of Newscoop backup files.

**Warning: if you already have one or more publications on your Newscoop server, uploading a sample publication will erase your entire database and files from all your publications, and replace them with sample content! Do not attempt this procedure on a production Newscoop server unless you have backed it up first!**

Using the Backup/Restore feature of Newscoop, you can install a sample publication file after downloading it from the Sourcefabric website to your local computer's desktop. Then log in to the Newscoop administration interface, and select **Backup/Restore** from the **Actions** menu.



On the **Backup/Restore** page, click the **Upload backup file** link, and click the **Browse** button to select the sample publication file from your local computer. Then click the **Save** button to upload the file. After upload, click the **Restore** icon for the sample publication, on the right side of the list of the available backup files. This orange and white icon looks like a life preserver, of the kind you might find on a boat.

Backup/Restore

Free disk space: 143503 Mb [Make new backup](#) [Upload backup file](#)

Browse... Save

File	Creation date	Size, Mb	Download	Restore	Delete
ushahidicooker-backup-newscoop-2011-03-31-17-14-07.tar.gz	2011-April-01 19:33:28	5			
ushahidi-cooker-sample-site-3.5.x.tar.gz	2011-April-04 11:23:09	5			
the-journal-newscoop-sample-site-3.5.x.tar.gz	2011-April-02 13:29:49	26			
backup-newscoop-2011-03-26-09-19-59.tar.gz	2011-March-26 09:32:20	5			

The restore process starts with an empty pop-up window, connecting to the server. Do not close this window, otherwise the restore process will be interrupted. The process takes some time (it can be minutes, depending on the size of the publication and the speed of the server). After the restore process has finished, there is only one user in the system, the Administrator, with the login and password both set to: *admin*

To finish the process, log in as *admin*. Then go to Content > Publications and select "Configure" in the new publication. Now add the URL of your publication as a site alias.

[+ Add new publication](#) [✖ Delete](#)

General attributes

Number: 1

Name: Ushahidi Cooker

Default Site Alias: localhost [Edit aliases](#)

Default language: English [Edit languages](#)

URL Type: short names

Search engine optimization:
☒ Article title
☐ Article keywords
☐ Article topics

Invalid URL Template: ---

The sample template should now be visible at the URL of your publication.

# **PUBLISHING WITH NEWSCOOP**

**8. GETTING STARTED**

**9. THE DASHBOARD**

**10. HOW PERMISSIONS CHANGE THE INTERFACE**

**11. MAIN MENU**

**12. CREATING A PUBLICATION**

**13. CREATING AN ISSUE**

**14. CREATING A SECTION**

**15. CREATING AN ARTICLE**

**16. EDITING AN ARTICLE**

**17. USING THE TINYMCE EDITOR**

**18. MANAGING CONTENT**

**19. PUBLISHING ARTICLES**

**20. PUBLISHING AN ISSUE**

**21. ARTICLE COMMENTS**

**22. MODERATING COMMENTS**

## 8. GETTING STARTED

Newscoop enables you to host multiple, multi-lingual publications on the same web server. The process of setting up a new on-line publication with Newscoop can be divided into three steps:

1. Configuring the publication, and specifying the templates to be used
2. Establishing the structure of your publication, with issues and sections
3. Adding content, managing content, and publishing it

This part of the Newscoop manual is aimed at editors and journalists working their way through these three steps. It assumes that the web server you will use is already up and running with Newscoop, and that templates have been designed for your publication. If you chose to install the sample templates when following the Installation Steps chapter, you can use these templates to learn about Newscoop in advance of having your own templates designed.

If you are a system administrator setting up a Newscoop server for production use, you should also read the administration chapters, later in this manual, before you begin work on the server.

If you do not yet have your own Newscoop server running, you can follow the steps in this manual using the Newscoop demonstration server and sample templates provided by Sourcefabric.

### LOGGING IN

The first step begins with logging in to the administration interface of your Newscoop server. This is a special interface which is only available to the staff of your publication. Readers who subscribe to your online publication will log in using the home page of your website instead.

By default, the URL you should enter into your web browser for the administration interface is the name of your website, followed by 'admin'. For example:

`http://www.example.com/admin/`

If you installed Newscoop yourself, you would have set a password for the 'admin' user during the installation steps. If not, your system administrator should already have provided you with a login account name and password. Below the Account name and Password fields, click the drop-down menu to select an interface language other than the default of English, if you wish. Then click the Login button.

**Newscoop**  
SOURCEFABRIC

**Login**

Please login to continue.

Please enter your user name and password

Account name :

Password :

Language :

[Forgot your password?](#)

Newscoop 3.5.0 "Bea", the open content management system for professional journalists.  
© 2011 Sourcefabric o.p.s. Newscoop is distributed under GNU GPL v.3

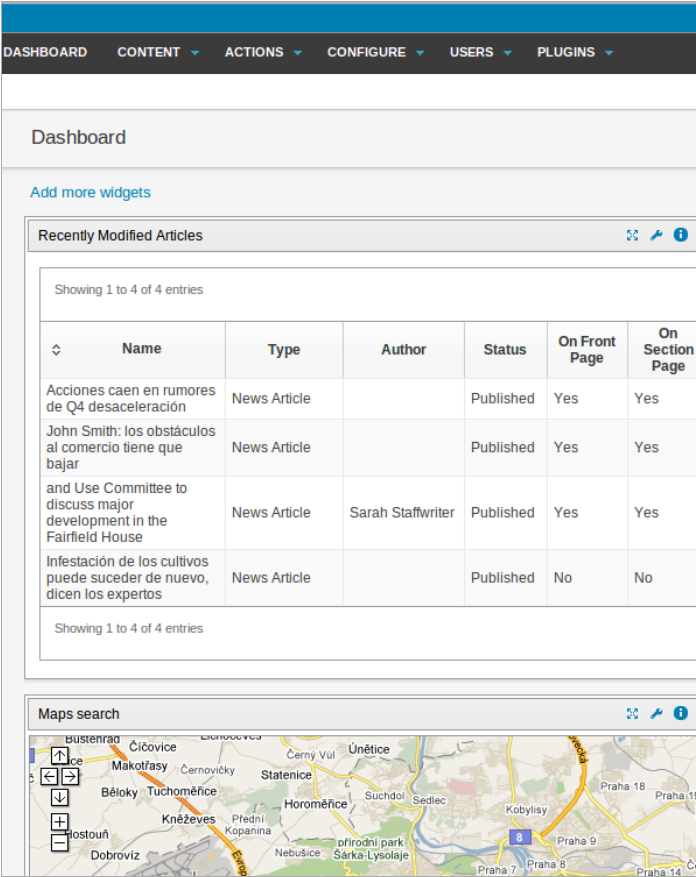
Alternatively, the administration interface of the Newscoop demonstration server can be found at:

<http://newscoop-demo.sourcefabric.org/admin/>

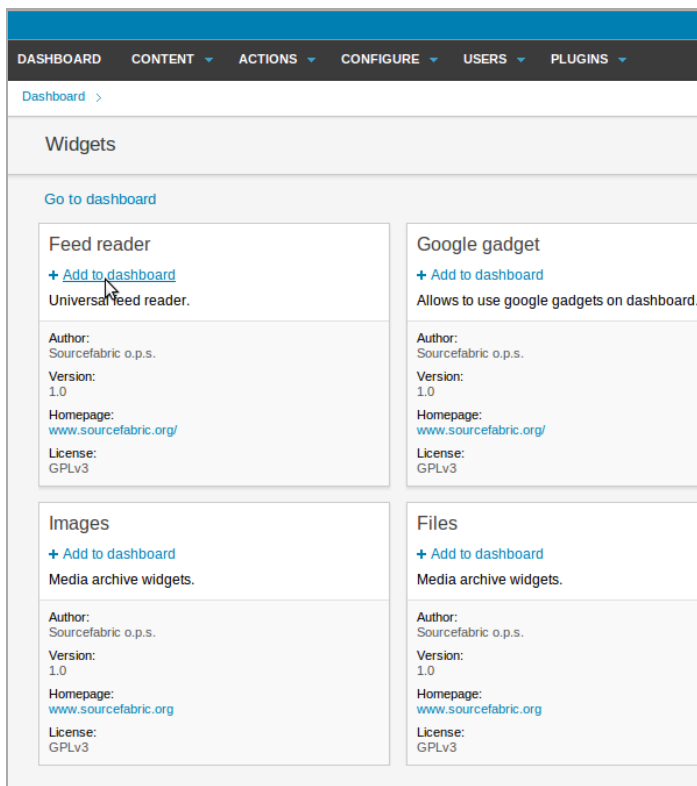
Please remember that the demonstration server is a public site, so don't enter any private information there. A variety of guest login accounts are set up on this system, and the passwords for these accounts are shown on the login page.

# 9. THE DASHBOARD

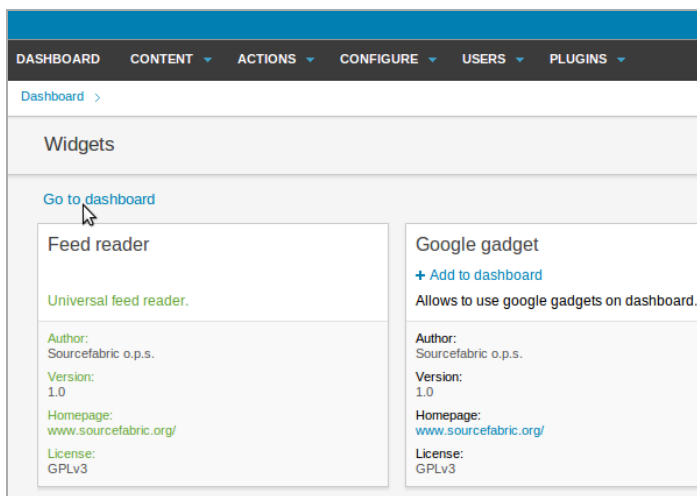
After logging into the administration interface for the first time, you'll see a page which Newscoop calls the **Dashboard**. This an area into which you can add **widgets** for the administration functions that you use most often. In this way, you can customize the administration interface to suit your needs. Click the **Add more widgets** link to open a page where you can select from more than a dozen potential widgets.



On the Widgets page, click the **Add to dashboard** link for each widget that you would like to start with. You can refine your choice of widgets later, as you get to know the Newscoop administration interface and its functions.



After all the widgets that you require have been added to the Dashboard, they change from black to green text to show that they are active. Click the **Go to dashboard** link to return to the Dashboard page.



Each widget has three small blue icons in the upper right corner. From left to right, these icons maximize the widget to the full width of your browser window, provide general information about the widget, or close it. When a widget is maximized, clicking the close icon returns the widget to normal size.

BOARD

CONTENT

ACTIONS

CONFIGURE

USERS

PLUGINS

board

widgets

Most Popular Articles

Showing 1 to 53 of 53 entries

Name	Type	Author	On Front Page	On Section Page	
Making the Most of a Small Apartment	News Article	Sarah Staffwriter	No	Yes	24
August Street Cruise to Raise Money for Local Charities	News Article	Douglas Arellanes	No	Yes	41

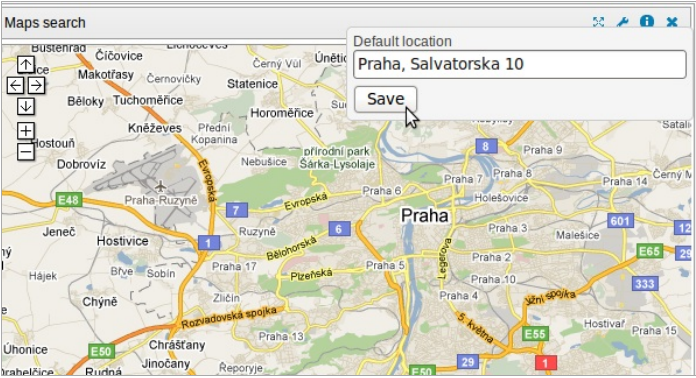
Author: Sourcefabric o.p.s.  
Version: 1.0  
Homepage: [www.sourcefabric.org](http://www.sourcefabric.org)  
License: GPLv3

Some widgets have a blue spanner icon in the upper right corner, which enables you to adjust a setting for that particular widget. For example, the **Map search** widget enables setting of the default map location using the spanner icon.

Maps search

Default location  
Praha, Salvatorska 10

Save

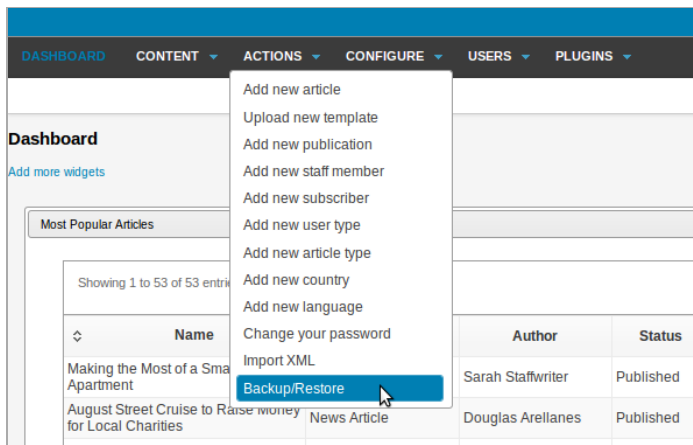




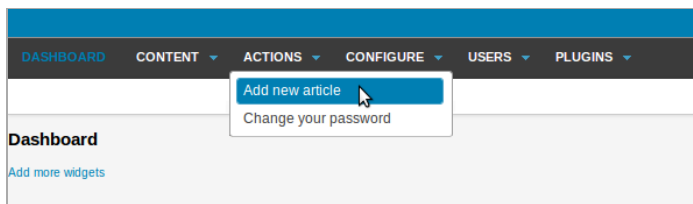
# 10. HOW PERMISSIONS CHANGE THE INTERFACE

The appearance of the Newscoop administration interface changes, depending on the permissions that a particular staff member has. Each user sees only the options that he or she has the authority to use. A typical staff user (a section editor or journalist) will only see some of the options available to a fully authorized administrator (such as the publisher, or senior manager).

When you log into the Newscoop administration interface, across the top of the page you will see the main navigation menu, containing the options available to you. Here is how two typical users would see the main menu differently. Firstly, here's how the Actions sub-menu looks when an administrator is logged in:



And this is how the same Actions sub-menu looks when a journalist is logged in:

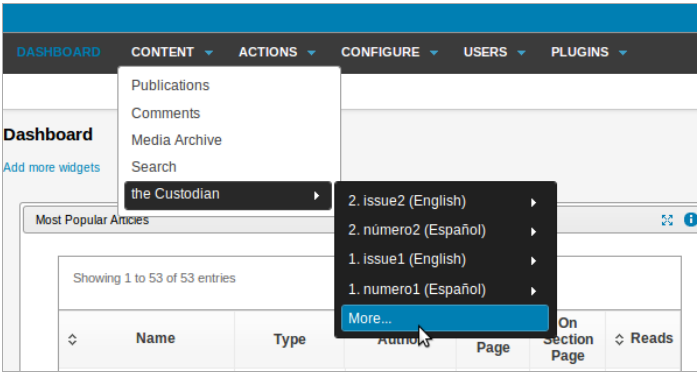


# 11. MAIN MENU

The main Newscoop menu contains a link to the **Dashboard** page and up to five sub-menus, depending on the permissions of the user who is logged in. These sub-menus are **Content, Actions, Configure, Users, and Plugins** . The menu shown below are for an administrator user, who has access to all sub-menu options.

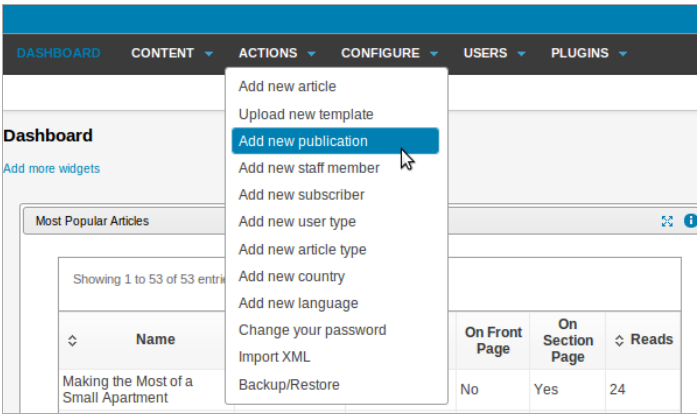
## CONTENT

Here you can find the **Publications** on the server, reader **Comments**, the **Media Archive**, and the **Search** page for all of the articles in the Newscoop database. For each available publication, there are quick links to the latest three issues, and a full list of sections within each issue. In the screen shot below, a sample publication called 'the Custodian' has been set up, with two issues in both English and Spanish.



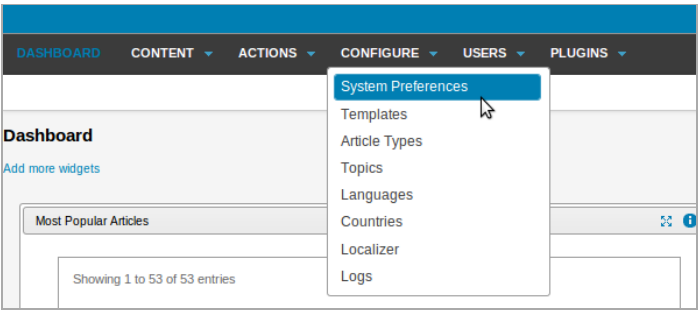
## ACTIONS

This menu provides quick access to the most commonly used functions, including 'Add new article' and 'Change your password'.



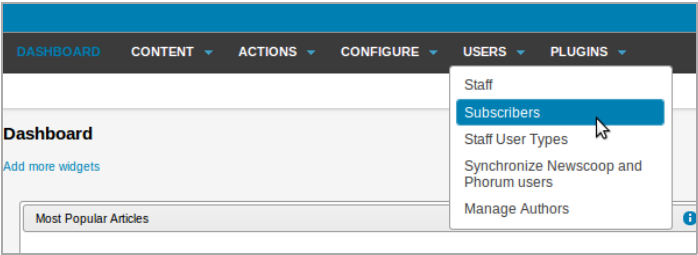
# CONFIGURE

Here you can configure the **System Preferences** for your publication, and a number of other functions. **Templates** are the files which determine how Newscoop displays content to readers and subscribers. **Article Types** describe the format of your articles, while **Topics** allow you to categorize your articles. The **Languages** option specifies the languages that journalists have to choose from when creating articles. **Countries** enables you to specify the name of a country in the local language for each territory. The **Localizer** allows you to translate the administration interface. Clicking **Logs** will show you the recent activity of all staff users, including the IP address that they have logged in from.



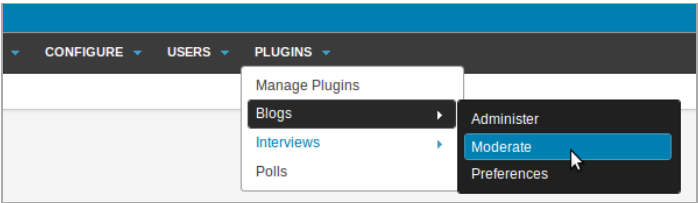
# USERS

Here you can add and edit **Staff** users, and manage **Subscribers**. You can also define **Staff User Types**, or **Synchronize Newscoop and Phorum users**, integrating this web forum system with your publication's site. The **Manage Authors** page enables you to maintain contact and biography information for each of your publication's contributors, as well as track the articles that they have worked on.



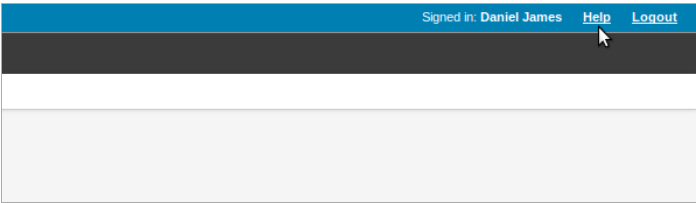
# PLUGINS

This sub-menu provides access to additional functionality for Newscoop, including **Blogs**, **Interviews** and **Polls** plugins.



# HELP AND LOGOUT

Up in the top right corner of the administration interface are two additional links, to the right of the full name associated with your login account. **Help** links you to the on-line version of this manual, via the Sourcefabric website. **Logout** ends your session and returns you to the administration login page.



# 12. CREATING A PUBLICATION

Newscoop content is organized in a hierarchical structure, which conforms to the tradition of newspapers and magazines: Publications, Issues, Sections and Articles. Each publication is made up of issues; each issue is in turn made up of sections, which are comprised of articles. A 'breadcrumb trail' of links is present on every screen, which enables quick navigation between different levels of the publishing hierarchy.

For example, after creating a publication named the "The Custodian", by clicking on "The Custodian" in Newscoop's list of publications, you enter the list of issues for that newspaper. By clicking the name or number of a particular issue, you enter its list of sections. By clicking the name of a section you enter the article list. By clicking the article title in that list, you can edit the article.

To create a new publication, click Content on the main navigation menu, and then click 'Publications' from the sub-menu. On the Publication List page that appears, click on 'Add new publication'.



If your login account does not have administrator rights, you will not be able to see the 'Add new publication' option. You may need to ask your system administrator to enhance your access rights. Bear in mind, however, that a good administrator would be reluctant to hand over those rights to more than a handful of people. If you are not among those select few, your Publications List will only contain the publications already hosted on your Newscoop server.

The **Add new publication** window has three sections; **General attributes** and **Comments** on the left, and **Subscription defaults** on the right. There's a **Save** button beneath these sections.

The fields in the **General attributes** section are:

- **Name** of the publication (e.g. "The Prague Times")
- **Default Site Alias** is the name of the web server on which your publication will be hosted (e.g. [www.example.com](http://www.example.com)). Newscoop enables multiple publications to be hosted on the same web server, providing that a unique alias has been set up for each publication by your system administrator. If you try to access the alias URL before this setting is made, you will see an error message indicating that the alias was not yet assigned to a publication
- **Default Language** sets the default language of the publication for readers
- **URL type** selects between the display of full path URLs, or short URLs which are better for pasting into newsletters and social media posts
- **Search engine optimization** helps your articles to be found on the Internet

- **Invalid URL Template** allows you to specify the page that readers will see if they follow a broken or outdated link. For example, you may wish to help lost readers by leading them to a search page

The fields in the **Comments** section are:

- **Comments enabled?** Check this box if you would like your readers to be able to comment on articles
- **Article comments default to enabled?** If you check this box, then article comments for any new article will default to "enabled"
- **Subscriber comments moderated?** If you check this box, comments by subscribers will be hidden from readers until they have been reviewed by a staff member
- **Public allowed to comment?** Check this box if non-subscribers will be allowed to make comments on articles
- **Public comments moderated?** If you check this box, non-subscriber comments will be hidden from readers until they have been reviewed by a staff member
- **Use CAPTCHA to prevent spam?** The reader must type in random letters or numbers shown before they can post a comment
- **Moderator address** If comments are moderated, each time a comment is posted an email is sent to this address, such as 'editor@example.com'
- **From address** is the sender email address shown on the email sent to the moderator, which should be a valid address in case of bounces. An address such as 'robot@example.com' is suitable

## General attributes

Name:

Default Site Alias:

Default language: Český [Edit languages](#)

URL Type: short names

Search engine optimization:

☒ Article title
☒ Article keywords
☐ Article topics

Invalid URL Template:

---

## Comments

Comments enabled?: ☒

Article comments default to enabled?: ☒

Subscriber comments moderated?: ☐

Public allowed to comment?: ☒

Public comments moderated?: ☒

Use CAPTCHA to prevent spam?: ☒

Moderator Address:

From Address:

---

## SUBSCRIPTION DEFAULTS

The rest of the fields are related to subscriptions, which you can adjust later if you wish. First, you have to select a **time unit** for your subscriptions; which could be days, months, weeks or years.

You can set two types of subscriptions: paid and trial. Paid subscriptions have the following properties:

- **Currency:** the subscription currency. Even if a subscription request is sent and the currency setting is changed before payment, the information about the subscriber's payment due is correctly recorded
- **Time unit cost per one section:**
  - for one language: the price for access to a particular section in a single language
  - for all languages: the price for access to a section in all available languages

- **Default time period:** the usual duration of the paid subscription. This value is used when a reader subscribes through the website. The period for a particular subscription can be modified from the administration interface

### Subscription defaults

Time Unit: 

months

#### Paid subscriptions

Currency: 

USD

Time unit cost per one section:

- one language: 

1.00

- all languages: 

2.00

Default time period: 

1

 time units

#### Trial subscriptions

Default time period: 

1

 time units

After clicking the **Save** button, Newscoop will confirm that the new publication has been created.

DASHBOARDCONTENT ACTIONS CONFIGURE USERS PLUGINS

Content > Publication: The Prague Times >

Publication ListGo To Issues

Add new publicationDelete

Publication created.

On the right hand side under the **Subscription defaults** fields, there will now be a link **Set subscription settings by country** which will enable you specify different default time periods for individual countries.



## Subscription defaults

Time Unit:

### Paid subscriptions

Currency:

Time unit cost per one section:

- one language:

- all languages:

Default time period:  time units

### Trial subscriptions

Default time period:  time units

[Set subscription settings by country](#)

This link opens the **Subscription Settings by Country** page, which has a link **Set subscription settings for a country**.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Content > Publication: The Prague Times >

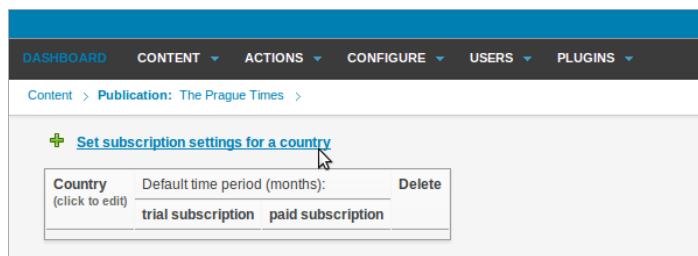
+ Set subscription settings for a country

Country (click to edit)	Default time period (months):	Delete
	trial subscription   paid subscription	

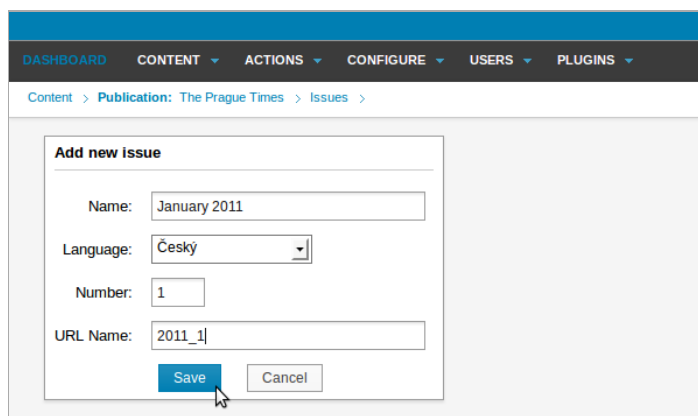
If you follow this link, it opens a page with a drop-down menu for selecting the country in question, plus fields for the default trial and paid subscription lengths. Clicking the Save button returns you to the "Subscription Settings by Country" page, which should now show the setting you have just made.

# 13. CREATING AN ISSUE

Once you have successfully created your publication, click on its name in the **Publication List** (e.g. "The Prague Times"). This will lead you to the **Issue List**, which will be empty to begin with.



Click on the 'Add new issue' link. If you are creating the very first issue, you will see a page with fields for basic information which you will need to enter.



The **Name** is the name of the issue in the particular **Language** you specify in the drop-down box underneath. The **Number** is a unique identifier for this issue. If this is the first issue you've ever published, then number "1" would be appropriate. The issue number cannot be changed once it is specified.

If you are planning to add older issues of your publication at a later stage to the same Newscoop server, you may consider continuing the series. For example, if you just published issue 154 of the "The Prague Times" before moving to Newscoop, you should assign number 155 to the first issue you are creating with Newscoop.

The **URL Name** field is only useful if you specified the "URL type: short names" option when you created your publication. This name will show up in the reader's browser address bar. For example, if you enter "2011\_1" here, the address for the issue might look like this:

`http://www.example.com/2011_1`

Clicking the **Save** button takes you to the **Change issue details** page, where various options for the issue are set. On the left hand side, there are settings for the default templates for the front page, sections and articles. If you do not have your own templates yet, you can select templates from the 'classic' demonstration set that are provided with Newscoop. Reader polls can also be set up and edited on this side of the page.

**Change issue details**

Number: 1

Name:

URL Name:

Language:

Publication date (yyyy-mm-dd): [Click here to publish this issue](#)

**Default templates**

Front Page Template:

Section Template:

Article Template:

[Save](#)

Polls [Edit](#)

On the right hand side of the **Change issue details** page are boxes which enable you to set the publishing schedule for the issue. An issue can be set to be published at a specific date and time, and unpublished at another date and time.

PLUGINS ▾

### Issue Publishing Schedule

Date/Time	Action	Publish articles	Delete
2011-01-17 16:00:00	Publish	Yes	
2011-02-17 16:00:00	Unpublish	Yes	

#### Schedule a new action

Date:

Time:  :

Action:  ▾

Publish articles:  ▾

Save

## COPYING A PREVIOUS ISSUE

If this is not the first issue you've created, you will see a different page after clicking the **Add new issue** link in the **Issue List**:

DASHBOARD
CONTENT ▾
ACTIONS ▾
CONFIGURE ▾
USERS ▾
PLUGINS ▾

Content > Publication: The Prague Times > Issues >

☐ **Use the structure of the previous issue**  
Copy the entire structure in all languages from the previous issue except for content. You may modify it later if you wish.
☐ **Create a new structure**  
Create a complete new structure. You must define an issue type for each language and then sections for them.

"Use the structure of the previous issue" will be the usual option to choose once you are ready to publish additional issues, because it automatically creates a new issue with the same sections as the preceding one. Clicking this option opens a page which enables you to specify the new issue number.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Content > Publication: The Prague Times > Issues >

Copy previous issue

Copy structure from issue number 1

Issue Number:

Save

The sections of the new issue will be empty, so that you can begin to add articles. Before that, the first step is to set the name of the new issue, because this field is not automatically updated: it will start out with the same name as the last issue. After changing the Name and URL Name fields, click the Save button to update the new issue.

DASHBOARDCONTENTACTIONSCONFIGUREUSERS

Content > Publication: The Prague Times > Issue: January 2011 (Český) >

Issue List

Go To Sections

+ Add new issue

Preview

Translate

Delete

Issue created.

Change issue details

Number: 2

Name:

URL Name:

Language:

Publication date (yyyy-mm-dd): [Click here to publish this issue](#)


Default templates

Front Page Template:

Section Template:

Article Template:

Save

Polls  Edit

The previous templates are not copied to the new issue automatically, so the new issue must be linked to at least a template for the front page.

# 14. CREATING A SECTION

By clicking on the name of an issue in the Issue List, you will enter the Section List. At first, a new issue will have no sections.



If you click on the 'Add new section' link, you will see the corresponding page appear. Here you must specify the **Name**, section **Number**, and **URL name** for the new section. While you can change the name of the section later, the section Number is set at the time when the new section is added. The **URL name** will be part of the URL for the new section, if you set the "short names" option when you created the publication.

The section **Description** is optional. This field is useful for displaying content that doesn't change very often. The information in this field will only be displayed on your site if the template you are using supports it. If you would like to make the new section available to all existing subscribers, you should check the box for this option. Then click the **Save** button.

Your next step is to set the templates for the new section on the Configure Section page.

Configure section

Number: 1

Name:

URL Name:

Subscriptions:

Description: 

The hottest real estate deals in Prague

Default templates

Section Template:

Article Template:

Save

Here, you may wish to select custom templates for this new section and its articles from the drop-down menus. If you don't have custom templates for specific sections, you can use general section and article templates instead. Then click the **Save** button to confirm your choice.

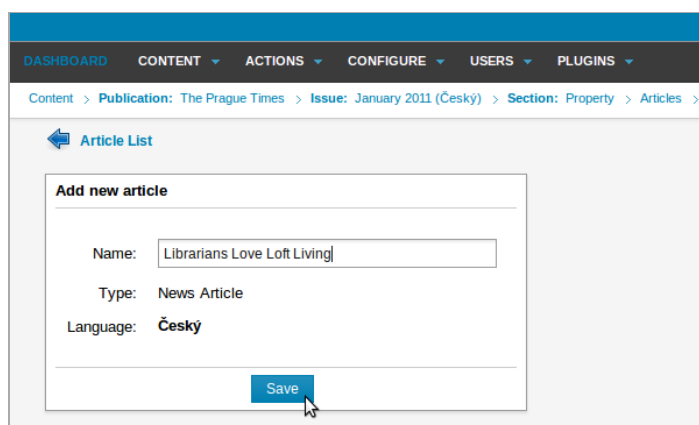


# 15. CREATING AN ARTICLE

The Article List for a particular section can be found by clicking on Content in the main Newscoop navigation menu, and following the hierarchy of Publications, Issues and Sections. Alternatively, use the 'breadcrumb trail' of links just below the main navigation menu. You can create a new article by clicking the "Add new article" link at the top of the Article List.



The "Add new article" page contains three fields for entering basic information about the article you will create.

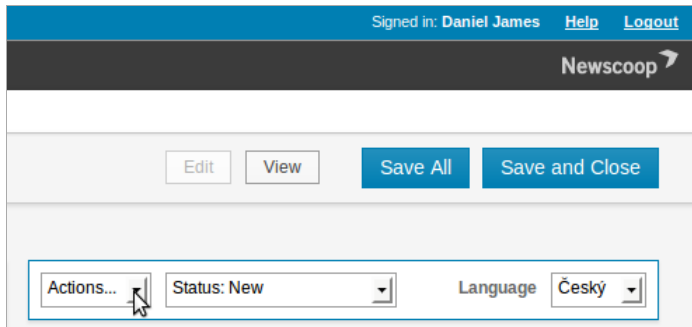


- **Name:** The title of the article. You will be able to rename the article at any time in the future
- **Type:** Select one of the available article types from the drop-down menu. If you have not set up any custom article types yet, only the default of "News Article" will be available. Refer to the later chapter on Article Types for details on how to create custom article types. The choice of Article Type that you make for this particular article cannot be altered later
- **Language:** Select the language the article will be written in. A drop-down list will contain the additional languages you have defined for this publication, if any. The language choice you make at this stage is final, although you can create a translation of the article into another language

When you click the 'Save' button, you will be taken to the Edit Article page.

# 16. EDITING AN ARTICLE

The appearance of the **Edit article** page depends on the article type you are working on. Below, the default "News Article" type is shown. At the top right are the **Edit** and **View** buttons, the **Save All** and **Save and Close** buttons, and the **Actions**, **Status** and **Language** drop-down menus.



## Edit, View and Save buttons

There may be times when you want to view articles rather than edit them. In this case, clicking the **View** button speeds up the page display process. It also enables you to view an article when it is locked by another user on the server. Once the article is published, there will also be a **Go to live article** button here.

**Save All** saves the fields in the edit area without closing the page, whereas **Save and Close** both saves the page and closes it, unlocking the page for other authorized users to edit further.

## Actions menu

The Actions menu contains short-cuts to commonly used functions:

- **Unlock:** When you begin editing an article, you automatically "lock" it to prevent conflicting edits from other users on the server. Using the Unlock option means that other authorized users can edit the article again
- **Delete:** Removes the article permanently from the Newscoop server
- **Duplicate:** Copies the article to any publication, issue, or section on the same Newscoop server
- **Translate:** Creates a new copy of the article for translation into another language
- **Move:** Moves the article to another publication, issue or section on the same Newscoop server

## Status menu

The status drop-down menu indicates the copy flow state of the article. There are four states that the article can be in:

- **New:** The article is still being written. Once the contributors are ready for the article to be seen by the editor, they should change the status to "Submitted"

- **Submitted:** The article is under review by the editor or editors. Once the editors decide that the article is ready for the public to see, the status should be changed to "Published", or scheduled for publication at a later date and time
- **Publish with issue:** The article will be published only when the issue it belongs to is published
- **Published:** The article belongs to a published issue, and is now viewable by the public

## Language menu

If multiple languages have been configured for the publication, a drop-down menu will enable fast switching between translated versions of the article. If not, the language of the article will be displayed here.

## THE EDITING AREA

To the left of the Actions and Status drop-down menus is the editing area for the article.

The "News article" type has the following fields in the editing area:

- **Name:** The title of the article
- **Author:** This drop-down menu enables you to credit multiple contributors, including Author or Writer, Photographer, Editor, and Columnist. Type the contributor name in the box to the right. Click the **+** icon to include additional contributors, or click the **x** icon to remove them
- **Date:** Since this field can order the way your articles are displayed to readers, you can change this date if you choose

- **Deck:** a sub-heading or article teaser
- **Lead and SMS:** a short version of the article, suitable for sending via a text message gateway to phones which support the Short Message Service. The length of an SMS text message depends on the alphabet used, from a maximum of 70 characters in Chinese or Cyrillic alphabets, up to a maximum of 160 characters in the Latin alphabet
- **Body:** the main section of the article

## COMMENTS

Beneath the editing area, there's a box in which you can set reader comments on the article to be enabled, if you wish. Your templates must be designed to allow this feature. The radio buttons can have one of three values: **Enabled**, **Disabled**, or **Locked**. "Locked" means that no one can post comments, but any existing comments are still shown. Click the blue **Comments** link to minimize the box, saving space in your browser window.

Comments

☒ Enabled
☐ Disabled
☐ Locked

Comments

☒ New
☐ Approved
☐ Delete

From

Daniel James

Date

2011-01-17 17:27:59

Subject

I never have enough room for books

Comment

I too would love to have a loft apartment with lots of shelves...

Reply to comment

Post a Comment

Author

Daniel James

Subject

Comment

Submit

Individual comments can be **Approved** for publication, **Deleted** or **Hidden**, using the radio buttons immediately above. Beneath the displayed comments is a form which staff members of your publication can use to add a comment of their own, perhaps in reply to a reader question.

## THE SIDEBAR

On the right side of the editing area is a vertical bar containing further options for the new article, in a series of boxes. Like the **Comments** box, all of the boxes in the sidebar can be minimized by clicking on the blue link in the box name.

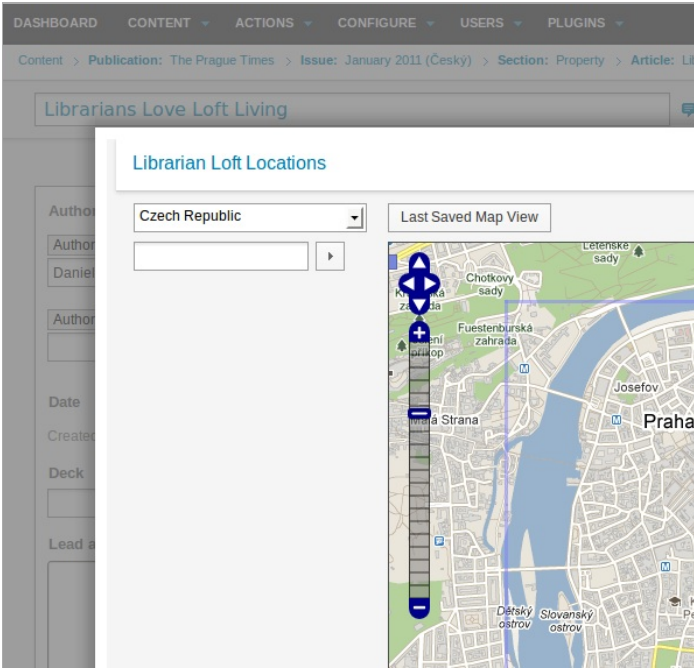
### Publish Schedule

Schedule the article to be published or unpublished at a certain date and time. Click the Add Event button to open a window with a calendar and publishing options, such as showing the article on its section page, or the publication's homepage.

The screenshot shows the Newscoop editing interface. At the top, a blue bar indicates the user is signed in as Daniel James, with links for Help and Logout. Below this is a dark grey bar with the Newscoop logo. The main editing area has a light grey background and contains buttons for Edit, View, Save All, and Save and Close. A status bar shows 'Saved 16:43:42'. On the right side, a sidebar is visible with a blue border. It contains a dropdown menu for Actions... (set to Submitted), a Language dropdown (set to English), and a section titled 'Publish Schedule' with a blue minus sign icon. Below this section is an 'Add Event' button. A list of events is shown, with the first event being '2011-01-18 16:59:00' with a blue 'x' icon. The event details are listed below: 'Publish' and 'Show on section page'.

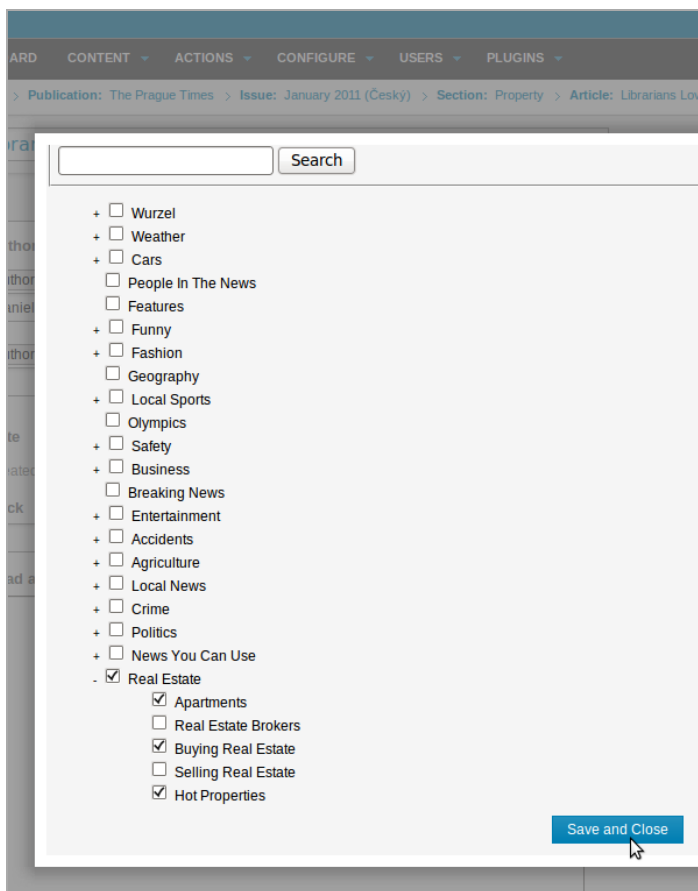
### Locations

Clicking the **Edit** button in the Locations box opens a pop-up window which enables you to set a geolocation (map reference) for the article.

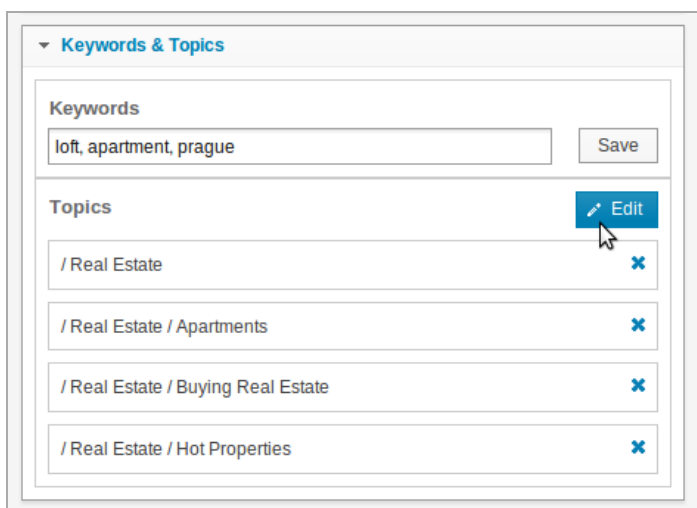


## Keywords & Topics

- **Keywords:** Enter words that describe your article to search engines
- **Topics:** Select from a list of topics and subtopics defined by your Newscoop administrator by clicking on the **Edit** button, which opens a pop-up window. Topics allow you to set attributes for the article, which may be used to display the article in a certain way



After clicking the **Save and Close** button, the **Topics** you have selected are displayed in the box in the sidebar.



## Switches

Switches

☐ Show article on front page

☒ Show article on section page

☒ Visible to non-subscribers

Save

- **Show article on front page:** Check this box if you want the article to be displayed on your publication's homepage
- **Show article on section page:** Check this box if you would like the article to be displayed on the relevant section page
- **Visible to non-subscribers:** Check this box if you want to make the article visible to readers who have not yet subscribed

## Info

Info

Reads27

TypeNews Article

Number5

Created byAdministrator

- **Reads:** A number indicating the popularity of this particular article. An article which has not yet been published will display N/A here
- **Type:** Refers to the "article type", i.e. the format of the article. You cannot change this field once it has been assigned
- **Number:** The article's unique identification number
- **Created by:** the name of the Newscoop user who created this article. You cannot change this field


## Media

The **Media** box has two tabs, **Images** and **Attachments**.

Media

ImagesAttachments

+ Attach

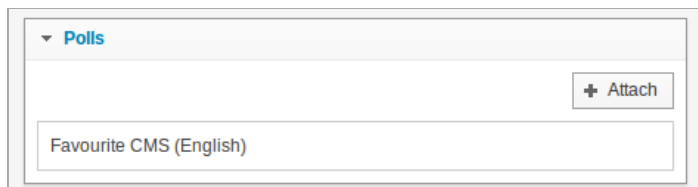
201.  
430 x 430

X



- **Images:** You can attach images to your article which can be included directly into an article body field, or used in the template. Clicking the Attach button opens a pop-up window with a tab for attaching a new image, which you can upload from your computer. Another tab in the pop-up window enables you to attach an existing image from the **Media Archive**.
- **Attachments:** You can attach any kind of file you wish to the article. The article template must be set up to display these files, if users are to have access to them

## Polls



The screenshot shows a user interface for adding a poll. At the top, there is a dropdown menu with a downward arrow and the word 'Polls' in blue. Below this is a large, empty rectangular box. To the right of this box is a button with a plus icon and the text 'Attach'. Below the large box is a smaller text input field containing the text 'Favourite CMS (English)'.

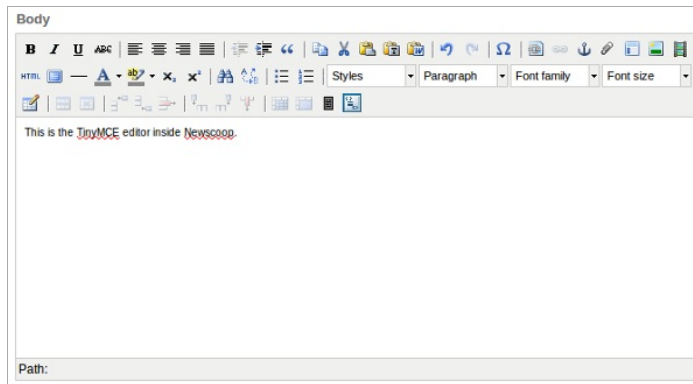
The **Polls** box enables you to add a specific reader voting poll to a specific article. Clicking the **Attach** button opens a pop-up window in which you can select the poll that you require. You can also create a new poll there.

Other article types may contain different fields. Whenever you edit any of the fields, you will need to click either the **Save All** button at the top of the edit area, or any of the **Save** buttons in individual boxes.

Note that date fields have a fixed syntax of YYYY-MM-DD (four year digits, two month digits and two day digits, in that order). If you enter dates in any other format, you may get incorrect results.

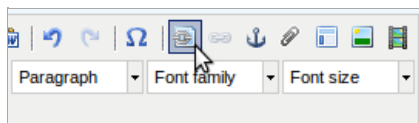
# 17. USING THE TINYMCE EDITOR

The body field editor in Newscoop (a program called 'TinyMCE') allows contributors to perform extensive article formatting from within a web browser. You may be familiar with most of the functions of TinyMCE from using word processors such as Microsoft Word or OpenOffice.org: functions such as bold, italic, underline, and text alignment. Move your mouse over the icons to see a tooltip explaining what they do. Standard formatting keyboard shortcuts also work (e.g. ctrl+b for **bold**, ctrl+i for *italic*).

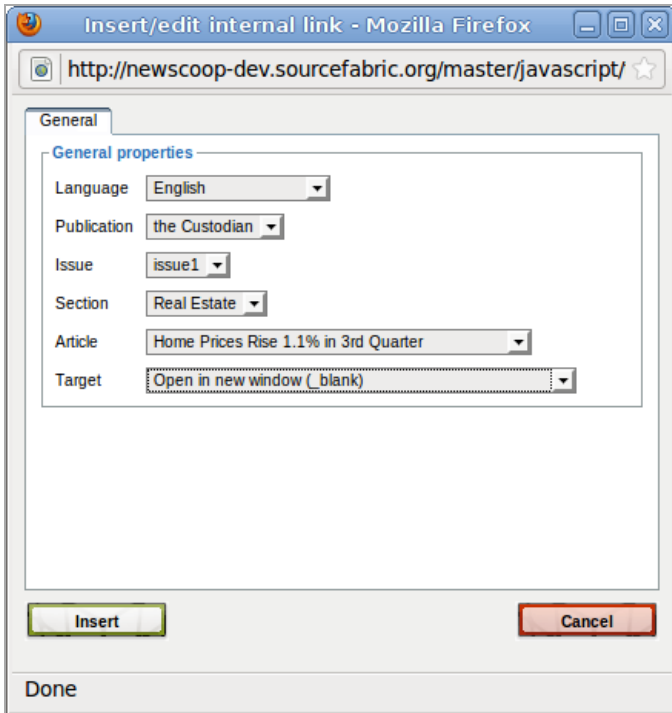


The editor field you see on your own Newscoop installation may look different than the one pictured above, depending on the extent of your user rights. Typically, the editor you'll see is the one that contains all the functionality you need for your site, but if you feel something vital is missing, discuss it with your Newscoop system administrator.

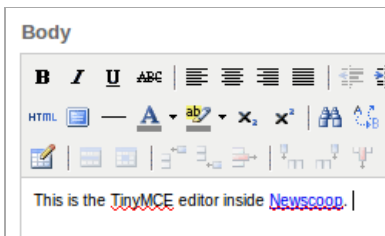
There are two Newscoop-specific features in the editor. The first is **Insert/edit internal link**, which allows you to include links to articles within the same Newscoop publication, or within another publication on the same Newscoop server.



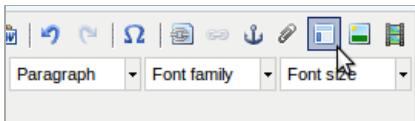
Clicking this icon opens a pop-up window with drop-down menus enabling you to select a specific language version of a publication, issue, section and article to link to.



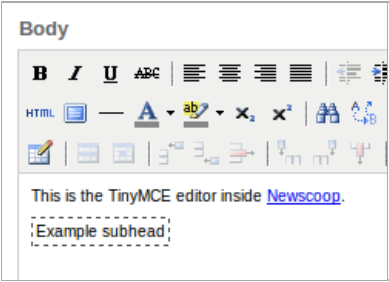
After you click the Insert button, the internally linked text will be shown in blue and underlined, like a web link.



The second Newscoop-specific feature is **Newscoop Subhead**, which allows you to break your text into different pages. (Your templates must be configured to use this option).



Enter the text for the subhead into the editing window, select it with the mouse, then click the Newscoop Subhead icon. The subhead text will now be shown with a dashed outline.



# 8. MANAGING CONTENT

The "Article List" page is displayed when you enter a particular section via the Content menu, by following the hierarchy of publications, issues and sections. Alternatively, use the breadcrumb trail to jump to the section that you're interested in, and then click the "Go to Articles" link.

DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

Content > Publication: the Custodian > Issue: issue1 (English) > Section: Real Estate >

Article List: Real Estate

[← Section List](#) [+ Add new article](#)

Select action  
---

Search:

Showing 1 to 5 of 5 entries - filtering from 102 records

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

<input type="checkbox"/>	↕ Name	Type	Author	Sta
<input type="checkbox"/>	<a href="#">Making the Most of a Small Apartment</a>	News Article	Sarah Staffwriter	Publish
<input type="checkbox"/>	<a href="#">Real Estate Agency Celebrates 50th Anniversary</a>	News Article	Douglas Arellanes	Publish
<input type="checkbox"/>	<a href="#">Open House at Fairfield Mansion</a>	News Article	James Q. Reporter	Publish
<input type="checkbox"/>	<a href="#">Local Neighborhood On The Comeback Trail</a>	News Article	Douglas Arellanes	Publish

To edit a specific article, simply click on its **Name**, and you will be taken to the "Edit Article" page. A locked article is one that is being edited at that moment, as shown in the list by a padlock icon to the left of its name. Articles being edited by other users on the Newscoop system also have a pink background in the list.

Search:

Showing 1 to 5 of 5 entries - filtering from 102 records

First

Previous

1

Next

Last

<input type="checkbox"/>	↕	Name	Type	Author	Status
<input type="checkbox"/>		<a href="#">Making the Most of a Small Apartment</a>	News Article	Sarah Staffwriter	Submitted
<input type="checkbox"/>		<a href="#">Real Estate Agency Celebrates 50th Anniversary</a>	News Article	Douglas Arellanes	Publish with issue
<input type="checkbox"/>		<a href="#">Open House at Fairfield Mansion</a>	News Article	James Q. Reporter	Publish with issue
<input type="checkbox"/>		<a href="#">Local Neighborhood On The Comeback Trail</a>	News Article	Douglas Arellanes	Publish with issue
<input type="checkbox"/>		<a href="#">Home Prices Rise 1.1% in 3rd Quarter</a>	News Article	Douglas Arellanes	Publish with issue

Showing 1 to 5 of 5 entries - filtering from 102 records

First

Previous

1

Next

Last

Display 

10

 records

To find out who is editing an article and when it was locked, click on the article **Name** in the list. A page will open with the name of the editor, and buttons offering the options of unlocking or viewing that particular article. Using the View option means that you will not be able to overwrite another contributor's work while it is still in progress.

ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

[Home](#) > [Issue: issue1 \(English\)](#) > [Section: Cars](#) > [Article: August Street Cruise](#)

Article is locked

The article has been locked by **Petr Jašek** ([petr.jasek](#)) 28 minute(s) ago.

Unlock

View

Cancel

## MULTIPLE ACTIONS

The Article List allows you to perform other actions besides editing the article, and you can perform these actions on multiple articles at once. To perform an action on one or more articles, click the checkbox to the left of the article name. The articles you have selected will be highlighted with a light blue background.

Search:

Showing 1 to 5 of 5 entries - filtering from 102 records

First Previous 1 Next Last

<input type="checkbox"/>	Name	Type	Author	Status
<input checked="" type="checkbox"/>	<a href="#">Making the Most of a Small Apartment</a>	News Article	Sarah Staffwriter	Published
<input checked="" type="checkbox"/>	<a href="#">Real Estate Agency Celebrates 50th Anniversary</a>	News Article	Douglas Arellanes	Published
<input checked="" type="checkbox"/>	<a href="#">Open House at Fairfield Mansion</a>	News Article	James Q. Reporter	Published
<input type="checkbox"/>	<a href="#">Local Neighborhood On The Comeback Trail</a>	News Article	Douglas Arellanes	Published
<input type="checkbox"/>	<a href="#">Home Prices Rise 1.1% in 3rd Quarter</a>	News Article	Douglas Arellanes	Published

Showing 1 to 5 of 5 entries - filtering from 102 records

First Previous 1 Next Last

Display 10 records

Now that you have selected the articles, go to the "Actions..." drop-down menu at the top of the list, and select the action you would like to perform:

Select action

---

Status: Publish  
Status: Submit  
Status: Set New  
Toggle: 'On Front Page'  
Toggle: 'On Section Page'  
Toggle: 'Comments'  
Publish Schedule  
Unlock  
Delete  
Duplicate  
Duplicate to another section  
Move

	Type	Author	Status	
<input checked="" type="checkbox"/>	<a href="#">Making the Most of a Small Apartment</a>	News Article	Sarah Staffwriter	Published
<input checked="" type="checkbox"/>	<a href="#">Real Estate Agency Celebrates 50th Anniversary</a>	News Article	Douglas Arellanes	Published
<input checked="" type="checkbox"/>	<a href="#">Open House at Fairfield Mansion</a>	News Article	James Q. Reporter	Published
<input type="checkbox"/>	<a href="#">Local Neighborhood On The Comeback Trail</a>	News Article	Douglas Arellanes	Published
<input type="checkbox"/>	<a href="#">Home Prices Rise 1.1% in 3rd Quarter</a>	News Article	Douglas Arellanes	Published

Showing 1 to 5 of 5 entries - filtering from 102 records

First Previous 1 Next Last

Display 10 records

For example, if you select **"Toggle: 'On Front Page'"**, Newscoop will publish the selected articles on the front page of your publication. A small green pop-up window will confirm that the action has been processed. Some actions will take you to another page, because they require further input from you. These actions requiring additional input include **Publish schedule**, **Duplicate to another section**, and **Move**.

The article list also allows you to rearrange articles as they appear on your section page, if your template supports this feature. To move an article's position in the list, simply click anywhere in it's row, hold the mouse button down, and drag the row to the position that you require. The new arrangement of the articles is not finalized until you click the **Save order** button underneath the Article List.

On the right hand side of the Article List are additional columns which relate to other functions, such as the number of **Comments** posted on the article, or the number of **Reads** it has had. In the upper right corner of the list is a **Show / hide columns** button which enables you to select the columns that you wish to view.

To re-order the articles by **Name**, the number of **Comments** or **Reads**, or the **Publish Date**, click on the appropriate column heading. Column headings that enable sorting have a double chevron icon. After you click the **Save Order** button, the order of the articles on the relevant section page will be updated. For example, you could identify the article which had the most reads in a particular section, and move it to the top of its section page.

## SEARCH

Newscoop includes another tool which provides an overview of content across all publications on the server. The **Search** feature is accessed via an entry on the Content menu, and has an interface somewhat like an Internet search engine. You can filter the search options according to a specific publication, issue or section. You can also filter by a number of other criteria, such as the author or publication date of the article.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Content >

Search

Filter

All PublicationsAll IssuesA

Filter by...

Filter by...  
Publish date  
Published after  
Published before  
Author  
Creator  
Status  
Topic

Search:

Showing 1 to 60 of 60 entries - filtering from 108 records

First

Previous

1

Next

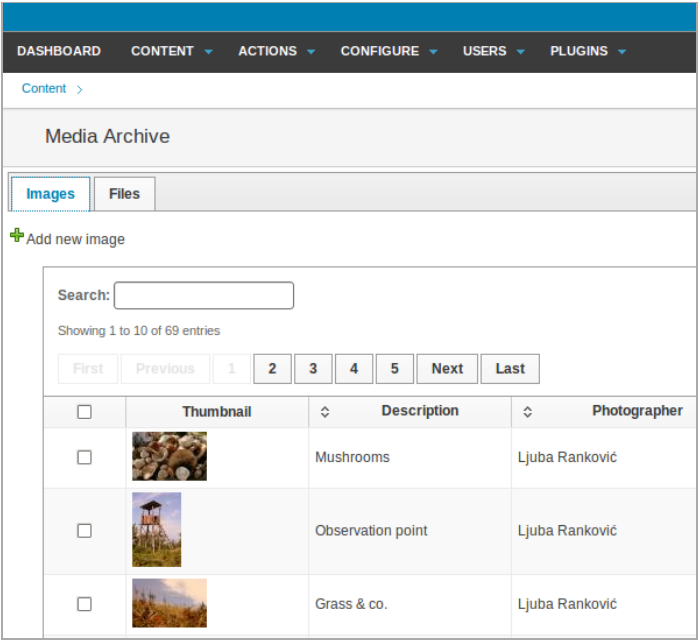
Last

<input type="checkbox"/>	↕ Name	Type	Author	Stat
<input type="checkbox"/>	Local Neighborhood On The Comeback Trail	News Article	Douglas Arellanes	Publish Issue



# MEDIA ARCHIVE

Also found on the **Content** menu, the **Media Archive** page provides an overview of all non-text content in your publication's database. It has two tabs; one for **Images**, and one for other **Files**, such as audio or video files. New content can be uploaded directly to the Media Archive using the **Add new image** or **Add new file** link next to the green plus sign icon on the respective tab.



The main difference between the two tabs is that images are opened in the reader's web browser by default, whereas other files can be set to be either opened in the browser or downloaded by the reader instead. For this reason, it's also possible to upload images into the Files tab, if you wish to have the option to set them for download.


DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Content > Media Archive >

Change attachment information

1257956718-18-528x371.jpg

Created: 2010-09-15 13:25:35, Last modified: 2010-09-15 13:25:35



Download file (\*): [000000003.jpg](#)

Type: image/jpeg

Size: 62.83 KB

Change attachment information

Description:

Do you want this file to open in the user's browser, or to automatically download?

☐ Open in the browser

☒ Automatically download

Save

## IMPORT XML

On the **Actions** menu there is an entry **Import XML** which enables you to import formatted content from other publishing systems, such as *Adobe InDesign* or *WordPress*.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Dashboard

Add more widgets

Recently Modified Articles

Showing 1 to 20 of 20 entries

Name	Status	On Front Page	On Section Page
Fairfield mansión para cerrar	Published	No	No

Add new article

Upload new template

Add new publication

Add new staff member

Add new subscriber

Add new user type

Add new article type

Add new country

Add new language

Change your password

Import XML

Backup/Restore

The XML tags that you use in the export must match those used by Newscoop. For example, to match the default **Article Type** news\_article you could use the following fields:

```
<?xml version='1.0' encoding='utf-8'?>

<articles>

  <article>

    <name>Gigantoraptor Discovered in Mongolia</name>

    <keywords>Gigantoraptor, Dinosaur, Mongolia</keywords>

    <author>Sarah Staffwriter</author>

    <deck>Newly discovered dinosaur roamed the desert 80 million years ago</deck>

    <lead_and_sms>Imagine an ostrich that tipped the scales at 3800 kilograms, standing twice as tall as a human, with a solid tail and massive body, plus long, feathered arms with sharp claws, and a turtle-like beak.</lead_and_sms>

    <body>The huge size of Gigantoraptor is a surprise because it is a member of the oviraptorids, a group of flightless feathered dinosaurs closely related to birds, which mostly weighed less than 80 kilograms. Known since the 1920s, oviraptorids were toothless and probably omnivorous. "Gigantoraptor would be a strange animal in any environment," says Tom Holtz of the University of Maryland in College Park.

    The partial fossil skeleton was found in Inner Mongolia and is from a young adult about 8 metres long. Many of Gigantoraptor's features are unique, suggesting dinosaurs were more diverse than has been recognised, says lead author Xu Xing of the Institute of Vertebrate Paleontology and Paleoanthropology in Beijing (Nature, vol 447, p 844). Its combination of slender limbs and long lower legs may have made it the fastest runner among large two-legged dinosaurs, he says.</body>

  </article>

</articles>
```

Multiple <article> tags can be enclosed by the top-level <articles> tag, so that you can import a large number of articles from a single XML file.

Once you have an appropriately formatted XML file exported from the other system, use the Import XML page to upload it. You will need to set the **Article Type** and **Language** that you wish to import, and also if you wish to **Overwrite existing articles** with the same names.



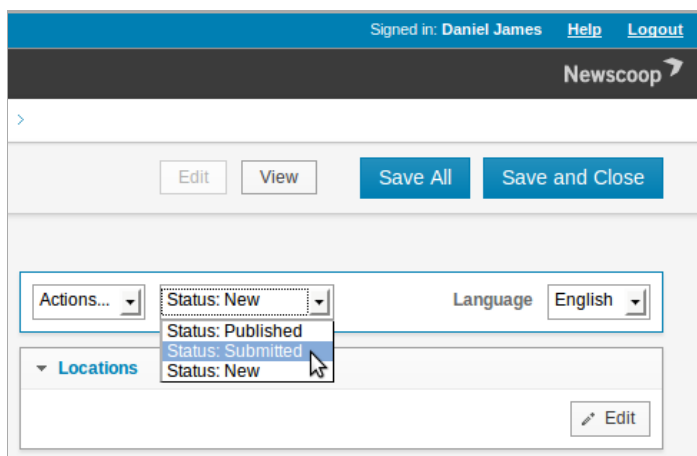
If there is a mismatch between the tags in the XML file you have tried to import, and the fields in the **Article Type** that you have attempted to import to, Newscoop will list the empty fields and the problematic tags. You can then re-export the XML file from the other application with the correct tags.

Error List
<b>Internet Society To Lead Distinguished Panel Discussion On Internet Upgrade To IPv6</b> The article type field "Lead_and_SMS" does not match any field from XML input file. The article type field "body" does not match any field from XML input file. "byline" field in XML file was not loaded into database as there is not any article type field matching "teaser_a" field in XML file was not loaded into database as there is not any article type field match "intro" field in XML file was not loaded into database as there is not any article type field matching i "full_text" field in XML file was not loaded into database as there is not any article type field matchi

Should the XML file be incorrectly formatted altogether, Newscoop will refuse to import it.

# 19. PUBLISHING ARTICLES

As mentioned previously, an article in Newscoop can have one of four different states: **New**, **Submitted**, **Published**, or **Publish with issue**. When you create an article, the Status: drop-down menu at the top of the editing area is set to **New** by default. Once your article copy has been drafted and is ready for the editors to see, click on this drop-down menu and change the Status: to **Submitted**.



The screenshot shows the Newscoop user interface. At the top, a blue header bar contains the text "Signed in: Daniel James" and links for "Help" and "Logout". Below this is a dark grey bar with the "Newscoop" logo. The main editing area has a light grey background. At the top of this area are four buttons: "Edit", "View", "Save All", and "Save and Close". Below the buttons is a form with several fields. On the left, there is a dropdown menu labeled "Actions...". Next to it is a dropdown menu labeled "Status: New", which is currently open, showing three options: "Status: Published", "Status: Submitted", and "Status: New". To the right of the status dropdown is a "Language" dropdown menu set to "English". Below the status dropdown is a section labeled "Locations" with a plus icon. At the bottom right of the form is an "Edit" button with a pencil icon.

After changing the status to **Submitted**, the page will be reloaded, and a pop-up message will indicate that the change in status of the article has been saved. The editors will be able to see the fresh submission when they log in to Newscoop. Articles which are ready for editing are listed in the Submitted Articles view on the administrator **Dashboard**.



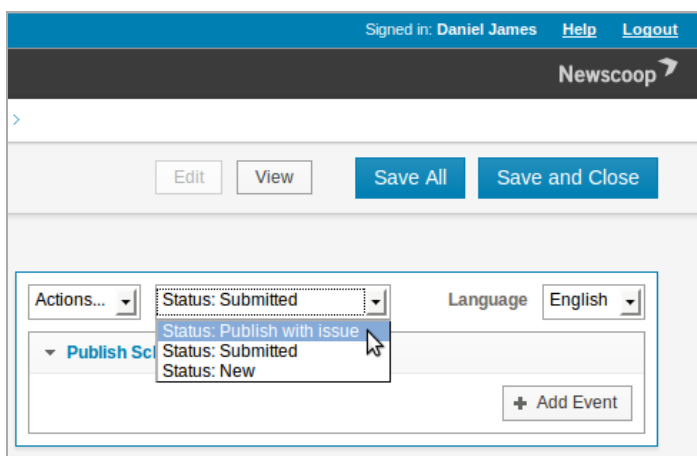
The screenshot shows the Newscoop administrator dashboard. At the top is a "Dashboard" header. Below it is a link "Add more widgets". The main section is titled "Submitted Articles" and has a "Showing 1 to 1 of 1 entries" message. Below this is a table with the following data:

Name	Type	Author	Status	On Front Page	On Section Page
 Making the Most of a Small Apartment	News Article	Sarah Staffwriter	Submitted	No	Yes

Below the table is another "Showing 1 to 1 of 1 entries" message.

In addition, if their user accounts have been configured for notifications, an email will be sent to the editors to inform them about the new submission.

Once the editors have made any required changes and are happy with the way the article reads and appears, they can publish the article by changing the drop-down Status: menu to **Publish with issue**. Again, the page will be reloaded, and a message will indicate that the article's status has changed.

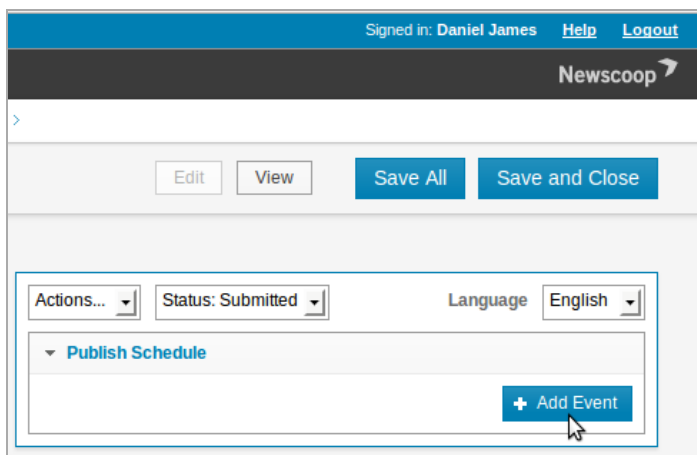


When an article status is set to **Publish with issue** it becomes visible on your public web site, as soon as the issue it belongs to is published. This feature enables co-ordinated publishing of complementary articles when a complete issue is ready for the public. You can check the publication status of a particular issue in the Issue List. If the issue in question has already been published, then new articles can be seen by the public immediately after their status is changed to **Publish**.

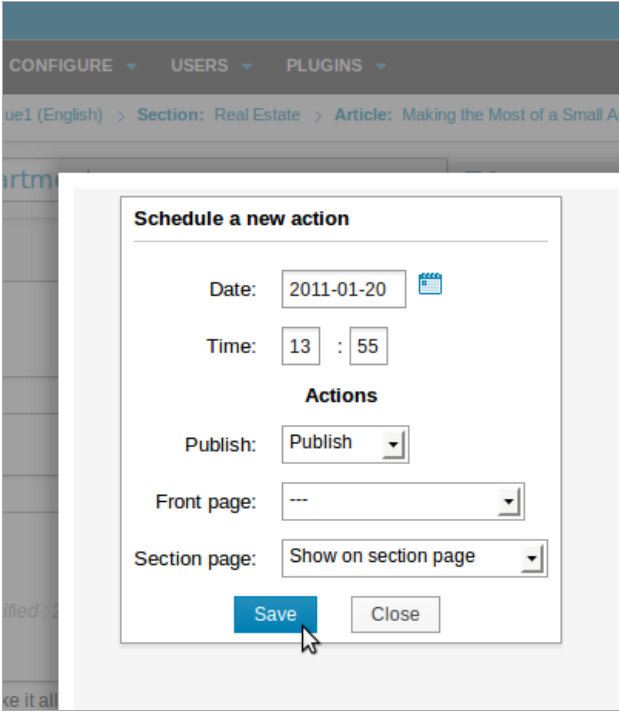
The process is fully reversible, so you can unpublish articles on your site (or even change their status to **New**) as easily as you can publish them. Note that only authorized users are allowed to publish articles, so you will not be able to access this option if your system administrator has not granted you this permission.

## SCHEDULED ARTICLES

You also have the option to publish (or unpublish) an article at a specific date and time in the future. You can do this from the **Edit article** page, using the **Add Event** button in the **Publish Schedule** box.



After clicking on **Add Event**, a pop-up window will appear with a calendar and a series of three possible actions for the date and time that you choose: Publish/Unpublish, Show on front page/Remove from front page, and Show on section page/Remove from section page.



The screenshot shows a web application interface with a top navigation bar containing 'CONFIGURE', 'USERS', and 'PLUGINS'. Below this is a breadcrumb trail: 'ue1 (English) > Section: Real Estate > Article: Making the Most of a Small A'. A modal window titled 'Schedule a new action' is open. It contains a 'Date' field with the value '2011-01-20' and a calendar icon. Below it is a 'Time' field with '13' and '55'. A section titled 'Actions' follows, with three dropdown menus: 'Publish' (set to 'Publish'), 'Front page' (set to '---'), and 'Section page' (set to 'Show on section page'). At the bottom of the modal are 'Save' and 'Close' buttons. A mouse cursor is pointing at the 'Save' button.

Choose the date by clicking on the calendar, or enter a date code manually. Then enter the time for the event, and choose one or more actions to perform at the time you have chosen. After you click the **Save** button, the pop-up window will close, and the event will appear in the **Publish Schedule** box.



Signed in: Daniel James   [Help](#)   [Logout](#)

Newscoop

>

Edit   View   Save All   Save and Close

Actions...   Status: Submitted   Language English

▼ Publish Schedule

+ Add Event

2011-01-20 13:55:00 ×

- Publish
- Show on section page

Once the event is created, the actions will be performed automatically for you on the date and at the time you specified. After the event time, the Status drop-down menu will change to **Published**, and the event will no longer be shown in the **Publish Schedule** box.

# 20. PUBLISHING AN ISSUE

You can draft and edit articles for a particular issue on your Campsite server without any of the material being available to the public. You can then publish an entire issue all at once, and there are two ways to do it: immediately, or by scheduling the issue to be published at a specific date and time in the future. Note that within an issue, you can publish or unpublish each article individually; for instance, to hide an article even if the issue it belongs to has already been published.

## PUBLISHING IMMEDIATELY

To publish an issue straight away, click the **Publish** link for the relevant issue and language edition in the **Publish Date** column of the **Issue List**.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Content > Publication: the Custodian >

Issue List













[← Publication List](#) [+ Add new issue](#)

Number	Name (click to see sections)	URL Name	Publish Date (YYYY-MM-DD)	Configure	Translate	Preview
2	<a href="#">issue2 (English)</a>	issue2	Not published <a href="#">Publish - Schedule</a>			
2	<a href="#">numero2 (Español)</a>	numero2	2010-09-27 09:14:15 <a href="#">Unpublish - Schedule</a>			
1	<a href="#">issue1 (English)</a>	issue1	2009-03-27 15:54:37 <a href="#">Unpublish - Schedule</a>			
1	<a href="#">numero1 (Español)</a>	numero1	2010-09-27 09:14:39 <a href="#">Unpublish - Schedule</a>			

A pop-up dialog will ask you to confirm that you want to publish the issue in question, because this action implies that any articles which are part of the named issue will become available to the public instantly.



After clicking the OK button, the issue will be published, and the **Issue List** will be updated with the publication date and time of that particular issue.

DASHBOARD   CONTENT ▾   ACTIONS ▾   CONFIGURE ▾   USERS ▾   PLUGINS ▾						
Content > Publication: the Custodian >						
Issue List						
<a href="#">← Publication List</a> <a href="#">+ Add new issue</a>						
Number	Name (click to see sections)	URL Name	Publish Date (YYYY-MM-DD)	Configure	Translate	Preview
2	<a href="#">issue2 (English)</a>	issue2	2011-01-20 15:54:01 <a href="#">Unpublish</a> - <a href="#">Schedule</a>			
2	<a href="#">número2 (Español)</a>	numero2	2010-09-27 09:14:15 <a href="#">Unpublish</a> - <a href="#">Schedule</a>			
1	<a href="#">issue1 (English)</a>	issue1	2009-03-27 15:54:37 <a href="#">Unpublish</a> - <a href="#">Schedule</a>			
1	<a href="#">numero1 (Español)</a>	numero1	2010-09-27 09:14:39 <a href="#">Unpublish</a> - <a href="#">Schedule</a>			

To reverse the process, click the **Unpublish** link. Again, a pop-up dialog will ask if you are sure you want to change the issue's status.


## SCHEDULED PUBLISHING

To schedule an issue to be published automatically at a specific date and time in the future, click on the **Schedule** link for the issue and language edition you require in the **Publish Date** column of the **Issue List**. This will open the **Change issue details** page, where you can set the date and time for this particular issue to be published. Over on the right hand side of the page are the **Issue Publishing Schedule** and **Schedule a new action** boxes.

### Issue Publishing Schedule

Date/Time	Action	Publish articles	Delete
No events.			

### Schedule a new action

Date:  

Time:  :

Action:  ▾

Publish articles:  ▾

Click the small calendar icon to the right of the **Date:** field to select a specific day for publication. Set the time you require, and select either Publish or Unpublish from the drop-down **Action** menu. Then click the **Save** button. The **Issue Publishing Schedule** box will update to display the newly scheduled action.

**Issue Publishing Schedule**

Date/Time	Action	Publish articles	Delete
<a href="#">2011-01-20 16:15:00</a>	Publish	Yes	

**Schedule a new action**

Date:

Time:  :

Action:

Publish articles:

Note that you can also set the issue to be unpublished at a specific date and time in the future as well. This event will be displayed in the Issue Publishing Schedule box.

**Issue Publishing Schedule**

Date/Time	Action	Publish articles	Delete
<a href="#">2011-01-20 16:25:00</a>	Publish	Yes	
<a href="#">2011-02-20 16:25:00</a>	Unpublish	Yes	

To cancel a scheduled action, click the corresponding white cross in a red box icon in the **Delete** column. You will be asked to confirm the deletion.

The page at <http://newscoop-dev.sourcefabric.org> says:

Are you sure you want to delete this scheduled action?

If you click on the **Date/Time** link for a future event, the **Issue Publishing Schedule** page will open, and you will be able to edit the event. Click the Save button to confirm the schedule change.

DASHBOARDCONTENT ACTIONS CONFIGURE USERS PLUGINS

Content > Publication: the Custodian > Issue: número2 (Español) >

Issue Publishing Schedule

[← Issue List](#) [← Issue: número2](#)

Edit

Date:2011-01-20

Time:16 : 50

Action:Publish

Publish articles:Yes

Save




81

# 21. ARTICLE COMMENTS

Reader comments can be switched on and off for a whole publication, for a particular article type, or for each individual article. You can also take advantage of Newscoop's management features to moderate (or bypass moderation for) comments from subscribers, or members of the general public.

## COMMENT SETTINGS IN THE PUBLICATION LIST

To set the default comment setting at the publication level, go to **Content** on the main navigation menu, and then click **Publications**. In the **Comments enabled** column of the Publication List page which appears, publications in which readers can post comments are shown with a green light icon. Click on the **Configure** icon for the publication you wish to enable or disable comments for.

USERS ▾ PLUGINS ▾				
Default Language	Comments enabled	URL Type	Configure	Delete
English		short names		

This action opens the **Configure publication** page. In the **Comments** section, there is a checkbox labeled **Comments enabled?** and a variety of options which enable you to fine-tune comment settings.

Comments

Comments enabled?:

☒

Article comments default to enabled?:

☒

Subscriber comments moderated?:

☐

Public allowed to comment?:

☒

Public comments moderated?:

☒

Use CAPTCHA to prevent spam?:

☒

Moderator Address:

From Address:

# COMMENT SETTINGS FOR ARTICLE TYPES

Perhaps you want to enable comments for all articles of a particular type, for example *review\_article*, but not enable them for another type, such as *news\_article*. Click **Configure** in the main navigation menu, and then click **Article Types** from the submenu. On the Article Types page which appears, clicking the red or green light icon in the **Comments enabled?** column toggles the setting for each article type.

DASHBOARD   CONTENT   ACTIONS   CONFIGURE   USERS   PLUGINS

Configure >

Article Types

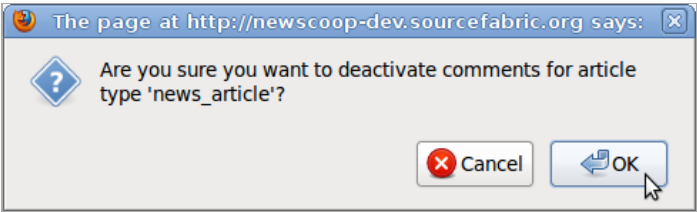
+ Add new article type

Merge types

Show display names

Template Type Name	Fields	Display Name	Translate	Show/Hide	Comments enabled?
news_article	Fields	News Article (en)			
review_article	Fields	review_article			

After you click on a green light icon, you will be asked if you are sure you want to deactivate comments for that article type.



# COMMENT SETTINGS FOR INDIVIDUAL ARTICLES

Comments can be enabled or disabled for a number of individual articles at once, using the **Article List** page. Click **Content** on the main navigation menu, then use the submenus to navigate to the publication, issue and section that you require. In the **Article List** page that appears, use the checkboxes in the left side column to select the articles you want to enable or disable comments for. Then use the drop-down **Actions** menu and click on **Toggle: 'Comments'**.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Content > Publication: the Custodian > Issue: issue1 (English) > Section: Real Estate >

Article List: Real Estate

Section List

Add new article

Select action

---

---

Status: Publish

Status: Submit

Status: Set New

Toggle: 'On Front Page'

Toggle: 'On Section Page'

Toggle: 'Comments'

Publish Schedule

Unlock

Delete

Duplicate

Duplicate to another section

Move

	Type	Author	Sta	
<input type="checkbox"/>	Making the Most of a Small Apartment	News Article	Sarah Staffwriter	Submit
<input checked="" type="checkbox"/>	Real Estate Agency Celebrates 50th Anniversary	News Article	Douglas Arellanes	Publist
<input checked="" type="checkbox"/>	Open House at Fairfield Mansion	News Article	James Q. Reporter	Publist
<input type="checkbox"/>	Local Neighborhood On The Comeback Trail	News Article	Douglas Arellanes	Publist
<input checked="" type="checkbox"/>	Home Prices Rise 1.1% in 3rd Quarter	News Article	Douglas Arellanes	Publist


Showing 1 to 5 of 5 entries - filtering from 101 records

If the publication or article type that the articles belong to have comments disabled, then enabling comments for those individual articles will have no effect.



## 22. MODERATING COMMENTS

To prevent spam or defamatory posts from appearing in your online publication, it's often necessary to moderate comments from readers before they are published. A CAPTCHA can prevent some automated spam, but it cannot prevent spam being entered into your publication's comment form manually.

**Comments**  
**Your comment**  
Your name (mandatory):   
Your e-mail (mandatory):   
Comment subject:   
Comment text:   
  
Enter the code:

If you have configured your publication so that subscriber or public comments are moderated, the reader will see a message indicating that their comment has been sent for approval before it will be published - or not, as the case may be.

Comments

Your comment

Your comment has been sent for approval.

Your name (mandatory):

Your e-mail (mandatory):

Comment subject:

I told you so!

Comment text

V G W E K

Enter the code:

Send comment

The list of reader comments can be found by clicking **Content**, then **Comments**, on the main navigation menu. On the left hand side of the Comments page are two tabs; one for **New** comments, and one for **Published** comments. The New tab is the default, and beneath this any new comments are listed. The default list length is 20 comments per page. There is a **Search** field to help you find a specific set of comments, perhaps on a topical subject. Search results can be sorted by **Date posted**, **Article name**, **Author** or **Thread**, using the drop-down menu to the right of the Search field. The sort direction can be changed by clicking on the blue arrow icon next to the drop-down menu.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Content >

Comments

New (1)Published (2)

Items per page: 20

Search: Date posted

Search

	Date posted	Subject	Article	
1	2011-01-20 17:31:08	I told you so!	Freak Fencing Accident Causes Calls for Greater Safety in Sport	


Article:

Sho


On the right-hand side of the **Comments** page is an area displaying the text and metadata of the current comment under review, as indicated by the small yellow arrow icon in the comment list.

☒ **New** ☐ **Approved** ☐ **Delete** ☐ **Hidden** ☐ **Ban user**

**Article:** [Freak Fencing Accident Causes Calls for Greater Safety in Sport](#)

 [Show article](#)

**Date:** 2011-01-20 17:31:08

**Author:** A. N. Other-reader <an@example.com> 

**Subject:**

**Comment:**

A row of radio buttons above the comment text enable you to update the **New** comment's status to **Approved**, or **Delete** if it is spam. Alternatively, the comment can be **Hidden**, or click **Ban user** to the user that made the comment banned from commenting on the publication in future. Clicking the **Show article** link, next to the magnifying glass icon, enables you to see the comment in the context of the original article. You can also click on the **Article** name link to open the **Edit article** page for that particular story.

# NEWSCOOP

## ADMINISTRATION

**23. SYSTEM PREFERENCES**

**24. TEMPLATES**

**25. ARTICLE TYPES**

**26. TOPICS**

**27. LANGUAGES**

**28. COUNTRIES**

**29. THE LOCALIZER**

**30. LOGS**

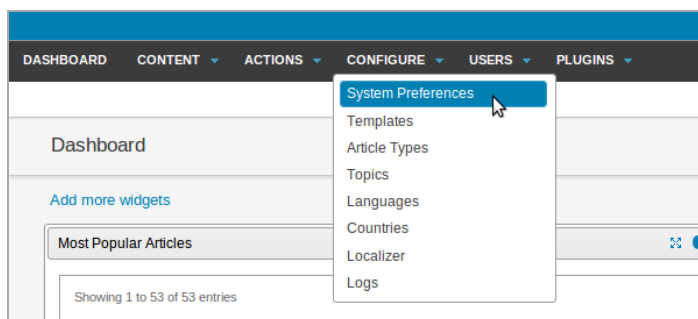
**31. USER MANAGEMENT**

**32. SUBSCRIPTIONS**

**33. USING PLUGINS**

## 23. SYSTEM PREFERENCES

The System Preferences page is accessed via Configure in the main Newscoop navigation menu.



This page allows you to control some advanced aspects of your Newscoop server, so it is recommended that access is reserved for administrators only.

### GENERAL SETTINGS

The first section of the System Preferences page is for **General Settings**.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Configure >

System Preferences

General Settings

Site On-Line:

☒ Yes
☐ No

Site Title:

The Custodian

Site Meta Keywords:

Newscoop, Sourcefabric,

Site Meta Description:

Newscoop - The open cor

Time Zone:

GMT +1:00

Database Cache Engine:

APC

Template Cache Handler:

DB

Imagecache Lifetime:

1 Day

Allow password recovery:

☒ Yes
☐ No

Secret Key:

Session Lifetime:

1400

Keyword separator:

,

Number of failed login attempts before showing CAPTCHA :

3

Maximum upload file size:

2M

Enter a value between 0 and 2M (the maximum size is specified in 'php.ini'). Please use 'K' for kilobytes, 'M' for megabytes and 'G' for gigabytes, without white spaces between the value and the corresponding letter, e.g. '3M'.

SMTP Host:

localhost

SMTP Port:

25

Here is what each of the options means:

- Site On-Line:** These Yes and No radio buttons enable you to put the whole Newscoop server on-line or off-line, for example in case of scheduled server maintenance
- Site Title:** The default name for your publication's website. Your designer can configure your publication's templates to display this information
- Site Meta Keywords:** The default keyword meta tags in your header template, for search engine optimization
- Site Meta Description:** The default description meta tag in your header template, also for search engines
- Time Zone:** This field enables you to override the server's own time zone setting, which is typically set to Greenwich Mean Time (GMT). You may wish for your Newscoop interface to display local time instead, for instance when scheduling publication time for a particular issue
- Database Cache Engine:** enables or disables the APC cache, which can improve Newscoop performance
- Template Cache Handler:** Select **DB** to enable the cache for templates

- **Imagecache lifetime:** The time that images will be cached for, from 30 seconds to infinite
- **Allow password recovery:** Whether users can get a password reminder by email. Note that if this feature is enabled and your email account is compromised, your Newscoop publication can easily be compromised in turn
- **Secret Key:** The security key that Newscoop can use for integration of web services and other advanced features
- **Session Lifetime:** Enables you to specify the maximum duration of Newscoop administration sessions without re-authentication, which is a security feature
- **Keyword separator:** Specify the separator for Keywords in the **Edit Article** page (comma or hyphen)
- **Number of failed login attempts before showing CAPTCHA:** A security measure designed to foil password-guessing robots
- **Maximum upload file size:** The maximum size of attachments that users of your website can upload
- **SMTP Host:** The server that Newscoop will use for sending out email notifications
- **SMTP Port:** The port number that Newscoop will use on the specified email server

## EDITOR SETTINGS

The second section of the page is for **Editor Settings**, which refer to image handling.

Editor Settings	
Image Resizing Ratio:	<input type="text" value="100"/> %
Image Resizing Width:	<input type="text"/> pixels
Image Resizing Height:	<input type="text"/> pixels
Zoom enabled for images in article content?	<input checked="" type="radio"/> Yes <input type="radio"/> No

The fields in this section enable you to specify the default resize ratio, or default width and height, for images in articles. If the **Zoom enabled for images in article content?** radio button is set to Yes, readers can enlarge article images in your publication's pages by clicking on them.

## EXTERNAL SUBSCRIPTION MANAGEMENT

The third section down is related to external subscription management software.

Reader subscriptions managed externally?	<input checked="" type="radio"/> Yes <input type="radio"/> No
--	---

If you select the Yes radio button for the **Reader subscriptions managed externally?** option, the subscription management features in the Newscoop administration interface are hidden. The subscription data is still held in the Newscoop database, which your systems administrator will have connected to your third-party subscription management software.

## DATABASE REPLICATION SERVER

The fourth section enables you to set up Newscoop to operate on two servers at once, which is a safety feature in case of hardware or network problems.

Setting up a Newscoop Replication Server? ☒ Yes ☐ No

**Newscoop Online Server Database**

Database Replication Host:

Database Replication User:

Database Replication Password:

Database Replication Port:

Selecting the Yes radio button for the option **Setting up a Newscoop Replication Server?** displays four fields:

- **Database Replication Host:** The name or IP address of the remote database server
- **Database Replication User:** The user name to connect with on the remote server
- **Database Replication Password:** The password to submit on the remote server
- **Database Replication Port:** The port number to connect to on the remote server (the default port number is 3306)

## USING AN AIRTIME MEDIA LIBRARY

The fifth section enables you to attach media located in an Airtime storage server to articles in your Newscoop publication. Once you've installed and configured Airtime, create a user in the Airtime administration interface and add it to the Admins group. Back in the Newscoop System Preferences page, select the Yes radio button for the option **Enable Airtime audio attachments?**

Enable Airtime audio attachments? ☒ Yes ☐ No

**Airtime Server**

Hostname / IP Address:

Port:

XML RPC Path:

XML RPC File:

Below, you should enter the host name or IP address of the Airtime server. The values of the fields Port, XML RPC Path and XML RPC File should already be filled in with the default values. You don't need to edit these default values, unless you have a custom Airtime configuration.

The last step is to give certain users the right to attach audio files to articles. You can edit a **Staff User Type** to enable this, so that all users of this type will receive the right automatically. Alternatively, you can enable this right for individual staff user accounts.



# TEMPLATES FILTER MASK

Enter keywords for templates that you wish to hide on the Configure -> Templates page. For example, templates that are no longer in use, but you do not wish to delete from the server

Templates filter mask (separated by comma)	<input type="text" value=".*,CVS"/>
--	-------------------------------------

# CRON TASKS

**Run cron tasks externally?** means to use the server's own scheduler for automated tasks, rather than the one included in Newscoop.

Run scheduled tasks externally? <input checked="" type="radio"/> Yes <input type="radio"/> No
---

# GEOLOCATION SETTINGS

This section enables you to specify how maps linked to articles will be displayed, and which Internet mapping service will provide the data.

<b>Geolocation Settings</b>	
Map Center Latitude:	<input type="text" value="50.089926"/>
Map Center Longitude:	<input type="text" value="14.424133"/>
Map Zoom Level:	<input type="text" value="4"/>
Map Default Width:	<input type="text" value="600"/>
Map Default Height:	<input type="text" value="400"/>
Allow Google Streets Map Provider:	<input checked="" type="checkbox"/>
Allow MapQuest Map Provider:	<input checked="" type="checkbox"/>
Allow OpenStreet Map Provider:	<input checked="" type="checkbox"/>
Default Map Provider:	<input type="text" value="Google Streets Map"/>
Map Marker Directory:	<input type="text" value="/javascript/geocoding/ma"/>
Map Marker Default:	<input type="text" value="marker-gold.png"/>
Map Popup Minimal Width:	<input type="text" value="300"/>
Map Popup Minimal Height:	<input type="text" value="200"/>

# VIDEO SETTINGS

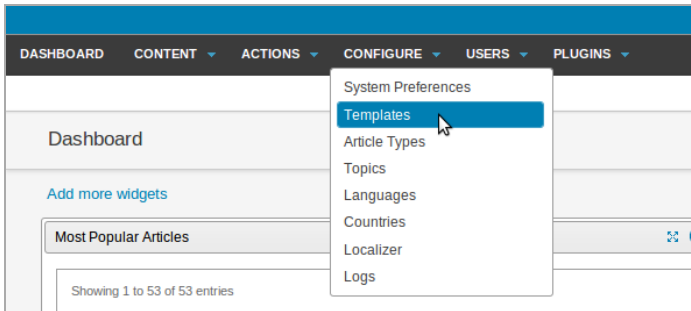
The default width and height of both externally and locally hosted video files can be set in this section, to make sure that the videos are displayed correctly in your publication's page templates.

Youtube Default Width:	<input type="text" value="425"/>
Youtube Default Height:	<input type="text" value="350"/>
<hr/>	
Vimeo Default Width:	<input type="text" value="400"/>
Vimeo Default Height:	<input type="text" value="225"/>
<hr/>	
Flash Default Width:	<input type="text" value="425"/>
Flash Default Height:	<input type="text" value="350"/>
Local Flash Server:	<input type="text"/>
Local Flash Directory:	<input type="text" value="videos/"/>
<hr/>	
<input type="button" value="Save"/>	

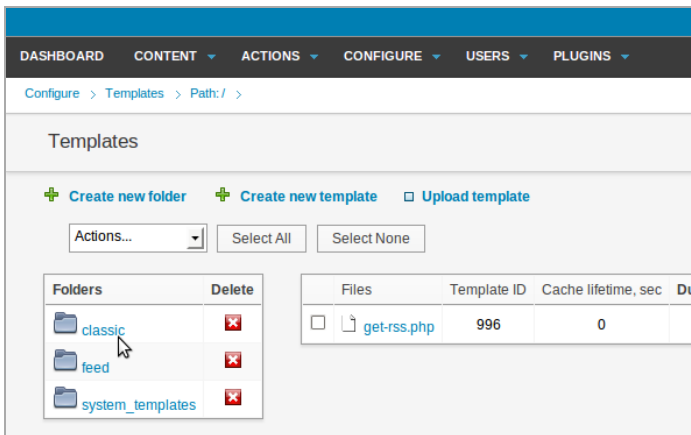
Finally, the **Save** button updates your preferences.

# 24. TEMPLATES

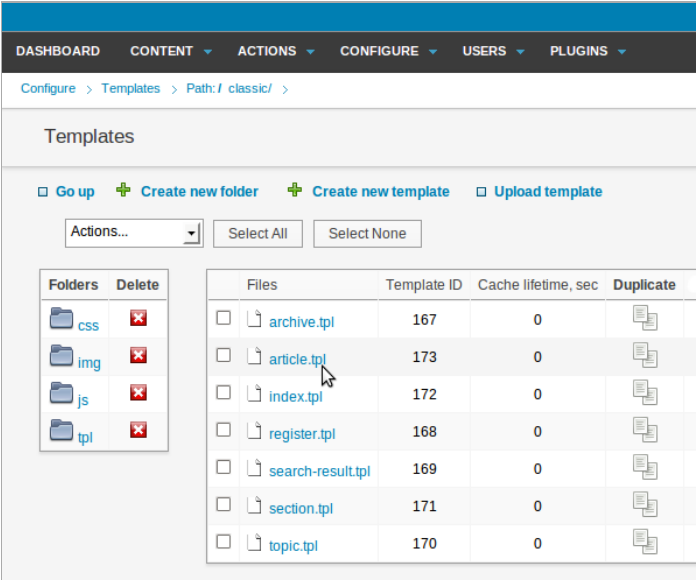
Templates control the look and feel of your Newscoop publication. Each publication has a unique set of templates created by your web developer, which should have already been installed by your system administrator. The Newscoop administration interface includes a template management and editing tool, which you can find by clicking **Configure** on the main navigation menu, then **Templates**.



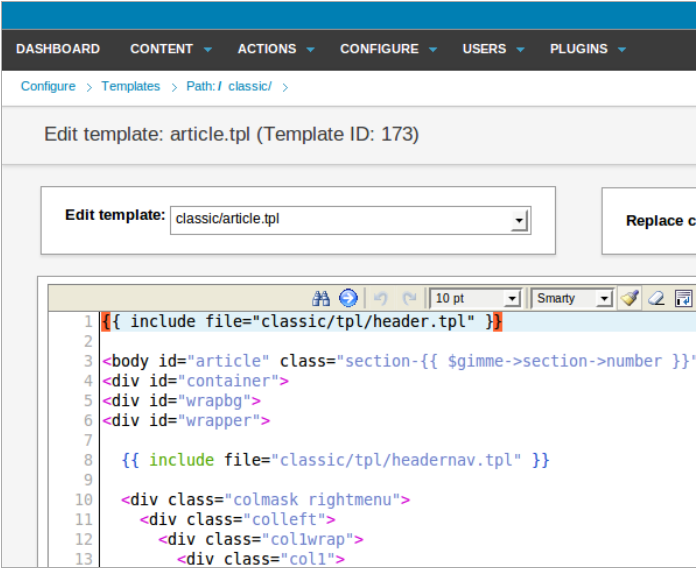
Templates are organized into folders, shown in a box on the left hand side of the page.



Clicking on the name of a folder shows the files included in that template.



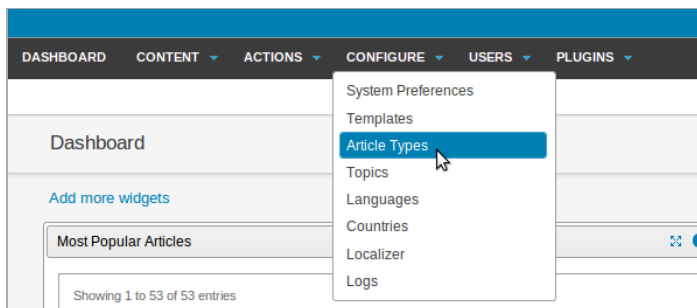
In turn, clicking on a file name opens that file in the template editor. This feature enables web developers to make quick changes to templates on a running Newscoop system.



You should only make changes to the templates if you know what you are doing, because any modifications will have an immediate impact on the appearance of your publication. This feature is also useful for editing templates on a development server before they are copied to the publication's production server.

# 25. ARTICLE TYPES

**Article Types** specify the information that Newscoop will require from the journalists adding a particular kind of article to your publication. For example, a feature story is likely to require more elements than a brief news item. By default, Newscoop has one **Article Type** set up, which is News Article, but you can create as many as you need. To create or manage your Article Types, select Configure, then Article Types from the main navigation menu.



This action opens the Article Types page. Article Types consist of a sequence of **fields**, with each field holding a certain kind of data. Currently, there are six kinds of fields available:

- **Single-line text:** this type of field can contain a maximum of 265 characters, and does not support HTML tags. Its appearance and character set is entirely determined by the template in use
- **Multi-line text with WYSIWYG:** this type of field can be up to 16MB in size. The journalist can insert images, audio, video, links (external, internal or to attached files), and formatting tags. Subheads can be used for article pagination
- **Date:** this is a standard date field with a fixed syntax of YYYY-MM-DD (four year digits, two month digits, two day digits, separated by hyphens)
- **Topic:** this type of field can be used to categorize articles. Each topic field has a top level element, for example Entertainment / Review. When the journalist types the article into Newscoop, this field will display a drop-down menu containing available subtopics of that top element, such as Movie Review or Theater Review
- **Switch:** allows you to add check boxes which activate particular features to the Edit Article page. For example, you might add a switch *breaking\_news*, which would be used by your template to display the article in a special place on your site. (Newscoop comes with two switches by default, *Show article on front page* and *Show article on section page*)
- **Numeric:** allows you to add numeric elements to your articles, such as longitude/latitude, temperature, or exchange rate

Newscoop makes a distinction between the **Template Name** and **Display Name** for each Article Type and field. The Template Name is limited to letters, numbers, and underscores (no spaces) and is used internally by your Newscoop template. The Display Name is the part that the journalist will see, and can be translated into other languages.

## ADDING A NEW ARTICLE TYPE

Click the **Add new article type** link at the top left of the Article Types page.

DASHBOARD   CONTENT ▾   ACTIONS ▾   CONFIGURE ▾   USERS ▾   PLUGINS ▾					
Configure >					
Article Types					
<a href="#">+ Add new article type</a> <a href="#">Merge types</a> <a href="#">Show display names</a>					
Template Type Name	Fields	Display Name	Translate	Show/Hide	Comments enabled?
news_article	Fields	News Article (en)			

The **Add new article type** page will appear. The first step is to enter the **Template Type Name** of the Article Type you wish to create. In this example, we'll create an Article Type with the template type name `review_article` - note that it has an underscore, instead of a space, between the words *review* and *article*.

DASHBOARD   CONTENT ▾   ACTIONS ▾   CONFIGURE ▾   USERS ▾   PLUGINS ▾

Configure > Article Types >

Add new article type

Add new article type

The template name may only contain letters and the underscore ( ) character.

Template Type Name:

Save

After you click the **Save** button, you will be prompted to enter the **Template Field Name** of the first field in the new Article Type. Select one of the six field **Types** available from the drop-down menu, for example **Topic**. For this particular field type, we'll also have to select a top level element, such as **Entertainment / Review**.

DASHBOARD   CONTENT ▾   ACTIONS ▾   CONFIGURE ▾   USERS ▾   PLUGINS ▾

Configure > Article Types > review\_article > Article type fields >

Add new field

The template name may only contain letters and the underscore ( ) character.

Template Field Name:

Type: 

Topic ▾

Top element: 

Entertainment / Review ▾

Save

If you add a **Multi-line Text with WYSIWYG** field, you have the option to mark the field as content, using a checkbox. This means that each time this particular field is served by Newscoop, it counts as a page read for statistical purposes.

The screenshot shows the 'Add new field' form in the Newscoop configuration interface. The breadcrumb trail is 'Configure > Article Types > news\_article > Article type fields >'. The form contains the following elements:

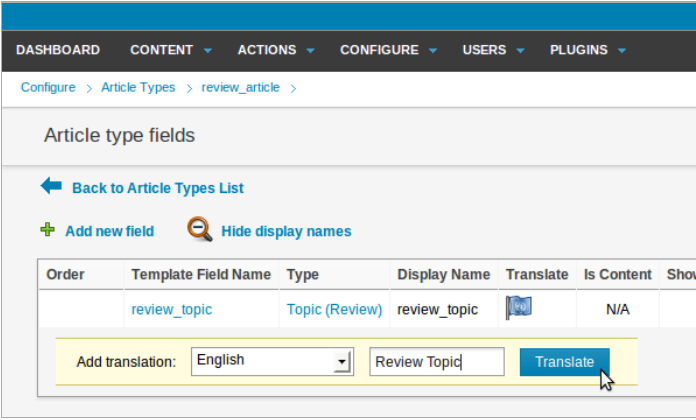
- A warning message: 'The template name may only contain letters and the underscore ( ) character.'
- 'Template Field Name:' input field with the value 'conclusion'.
- 'Type:' dropdown menu with 'Multi-line Text with WYSIWYG' selected.
- 'Is Content:' checkbox, which is checked.
- A blue 'Save' button.

After clicking the Save button, the **Article type fields** page is shown. The Article Type that you are currently working on is shown in the breadcrumb trail beneath the main navigation menu.

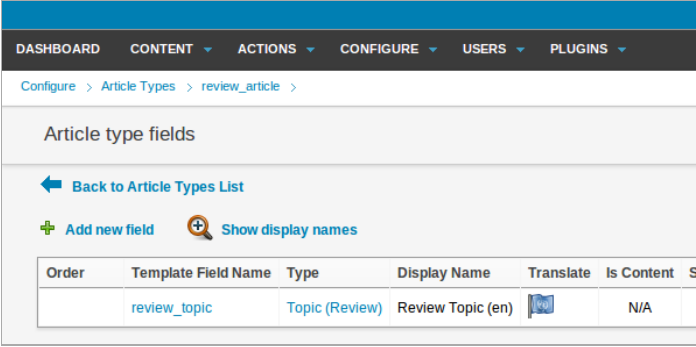
The screenshot shows the 'Article type fields' page in the Newscoop configuration interface. The breadcrumb trail is 'Configure > Article Types > review\_article >'. The page includes a 'Back to Article Types List' link, an 'Add new field' button, and a 'Show display names' link. Below these is a table with the following data:

Order	Template Field Name	Type	Display Name	Translate	Is Content	Show
	review_topic	Topic (Review)	review_topic		N/A	

Click on the **Show display names** link to add a **Display Name** for this new field. Select the language you require from the **Add translation** drop-down menu, and enter the display name for the new field in this language. Then click the blue **Translate** button.



The **Article type fields** page will now show the **Display Name** for the field, together with a language code (in brackets) to indicate its translation. Note that the Display Name can contain spaces, or be capitalized differently from the **Template Field Name**.



Continue to add new fields to this Article Type, until you have all that you need. Then click the link **Back to Article Types List**, next to the blue arrowhead icon. This action will return you to the Article Types page.

## EDITING ARTICLE TYPES

You can add translated **Display Names** for your new Article Type after clicking on the **Show display names** link in the **Article Types List**.



DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Configure >

Article Types

Add new article type
Merge types
Hide display names

Template	Type Name	Fields	Display Name	Translate	Show/Hide	Comments enabled?
	news_article	Fields	News Article (en)			
<div> <div>en</div> <div>News Article</div> </div> <div> <div>es</div> <div>articulo</div> </div> <div> Add translation: <div>繁體中文</div> <div></div> <div>Translate</div> </div>						
	review_article	Fields	review_article			
<div> Add translation: <div>English</div> <div>Review Article</div> <div>Translate</div> </div>						

Article Types are not set in stone; they can evolve as your publication evolves. For example, you can hide old Article Types that are no longer in use. Toggle whether a type is shown by clicking on the colored light icon in the **Show/Hide** column - green for shown, red for hidden. A pop-up dialog will ask you if you are sure about this action.

The page at http://newscoop-dev.sourcefabric.org says:

Are you sure you want to hide the article type 'review\_article'?

Cancel
OK

Hiding a type is less dangerous than deleting it; the latter action will remove the associated content from the server. The delete button is a white cross in a red square icon, over on the right side of the page. Use this button with caution!

ACTIONS
CONFIGURE
USERS
PLUGINS

Merge types
Show display names

Fields	Display Name	Translate	Show/Hide	Comments enabled?	Delete
Fields	News Article (en)				
Fields	review_article				

As usual when carrying out an action that will have an impact on your publication, Newscoop will ask you if you are sure.



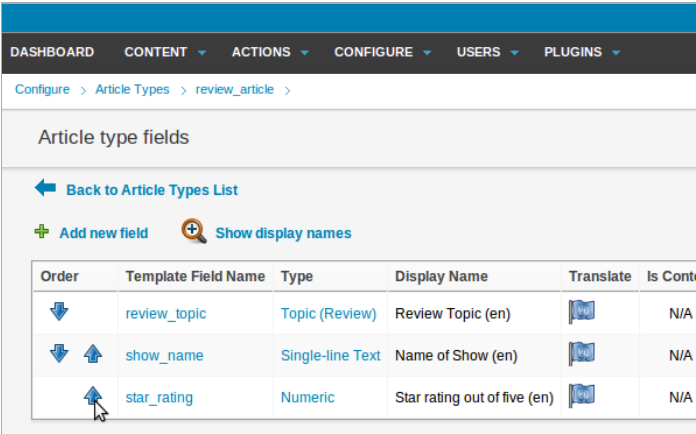
In the **Article Types List** there is also a **Comments enabled?** column, which toggles readers comments on and off for a specific Article Type. For example, you might wish to disable reader comments for all entertainment reviews, but leave them enabled for news articles.

Article types can be renamed, simply by clicking on the **Template Type Name** in the Article Types page. Remember that if you change a Template Type Name, you cannot put spaces into it.



## EDITING ARTICLE TYPE FIELDS

On the **Article Type Fields** page, fields can be renamed, given **Display Names**, hidden or deleted, just like Article Types. When you have more than one Article Type field, you can re-arrange the order in which the fields show up on the **Edit article** page by clicking the blue up and down arrows.

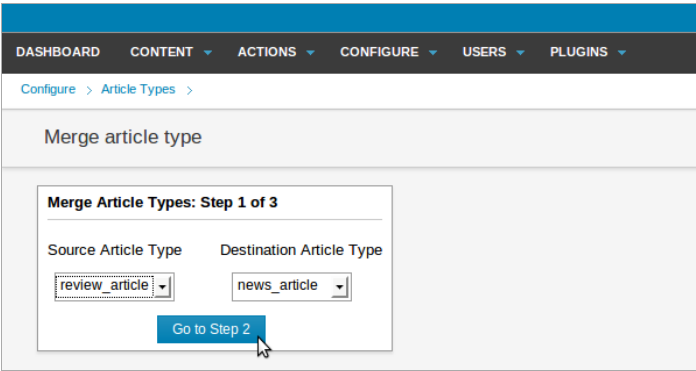




# MERGING ARTICLE TYPES

Newscoop enables you to merge two different **Article Types** so that content in fields from one type (the **Source Article Type**) is migrated to another (the **Destination Article Type**). This is a useful process to go through after adding or editing an Article Type, so that all previously written copy matches the new Article Type fields.

On the Article Types page, click the **Merge types** link. This opens the **Merge article type** page. Select the source and destination Article Types you wish to merge from the drop-down menus.



DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Article Types >

### Merge article type

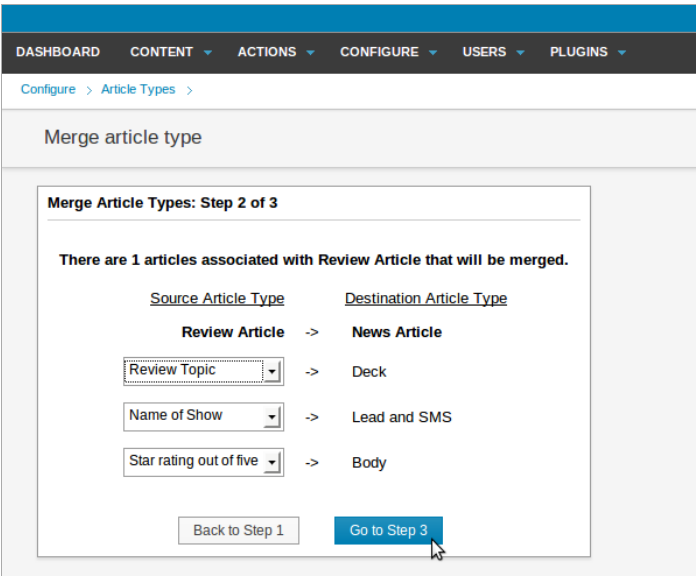
**Merge Article Types: Step 1 of 3**

Source Article Type      Destination Article Type

review\_article      news\_article

[Go to Step 2](#)

Next, choose the fields of the source which you'd like to merge into fields of the destination. Note that you cannot merge a larger source field, such as 'Multi-line Text with WYSIWYG', into a smaller destination field, such as 'Single-line Text'. If this merge was allowed, then content from the larger field could be lost.



DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Article Types >

### Merge article type

**Merge Article Types: Step 2 of 3**

There are 1 articles associated with Review Article that will be merged.

Source Article Type		Destination Article Type
Review Article	->	News Article
<span>Review Topic</span>	->	Deck
<span>Name of Show</span>	->	Lead and SMS
<span>Star rating out of five</span>	->	Body

[Back to Step 1](#)      [Go to Step 3](#)

The next screen displays the result of the potential merge. Any source fields which have not been mapped to destination fields are shown in a red font. You may need to create additional fields in the destination Article Type before attempting the merge again.

You can cycle through all the articles which will be merged, and preview the changes. Optionally, check the box to **Delete the source article type**. When you're ready, click the **Merge** button.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure > Article Types >

Merge article type

Merge Article Types: Step 3 of 3

Merge configuration for merging Review Article into News Article.  
Merge review\_topic into Deck  
Merge show\_name into Lead\_and\_SMS  
Merge star\_rating into body  
(!) Do NOT merge conclusion (No merge warning.)

Preview a sample of the merge configuration. Cycle through your articles to verify that the merge configuration is correct.

Preview of Movie Night (View the source (Review Article) version of Movie Night) 1 of 1.  
This is the first translation of 1

Name:	Movie Night	Created by:	Daniel James	Show article on
Type:	News Article	Creation date:	2011-01-21 17:49:40	Show article on
Number:	64	Publish date:	0000-00-00 00:00:00	Allow users with

Keywords: teen, wizard, franchise  
Deck: 41  
Lead and SMS: Henry Plotter and the Suitcase of Cash  
Body: 1.5

☒ Delete the source article type (Review Article) when finished. Clicking "Merge" will delete the source article type (Review Article) when finished.

Back to Step 2Merge!

If there are no articles left belonging to the Source Article Type, Newscoop will display a warning message at the first step of the proposed merge.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure > Article Types >

Merge article type

Merge Article Types: Step 1 of 3

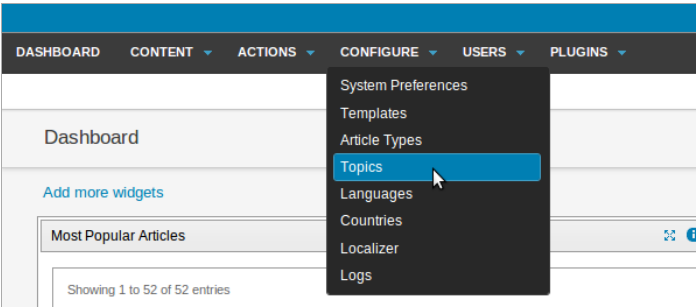
The source article type (review\_article) does not have any articles.

OK

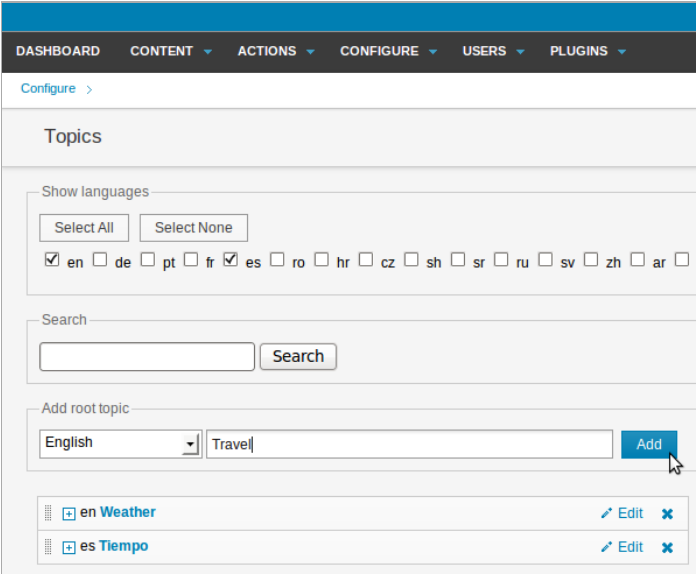
# 26. TOPICS

In Newscoop, topics are the subject matters assigned by editors and journalists to articles, so that related articles can be identified and displayed together. A topic can have many subtopics; for example: the *sports* topic could have the subtopics *football*, *basketball*, and *water polo*. An individual article may have several topics or subtopics assigned to it.

To review or create topics, click **Configure** on the main navigation menu, then click **Topics** from the sub-menu.



To add a new top-level topic, select a language from the drop-down menu and enter a word in the **Add root topic** field. Then click the **Add** button.



To rename a topic, click the **Edit** link to the right of the topic or subtopic name. The name row will expand to show the **Change topic name** field. Update the name, and then click the **Save** button.

en Travel Edit X

en Weather Edit X

es Tiempo Edit X

en Storms Edit X

es Tormentas Edit X

en Freak Weather Edit X

Change topic name

Freaky Weather Save

Add subtopic:

English Add

Add translation:

---Select language--- Translate

es Lunático Tiempo Edit X

You can translate topic names so that they appear in the correct language when an author is editing an article. To translate a topic, click the **Edit** link to display the **Add Translation** field for that topic name. Select the language you are translating into from the drop-down menu, enter the translation of the topic name, and then click the **Translate** button.

en Travel Edit X

en Weather Edit X

Change topic name

Weather Save

Add subtopic:

English Add

Add translation:

Deutsch Wetter Translate

es Tiempo Edit X

If you translate a subtopic and its parent has not yet been translated, the parent topic will appear in its original language until you translate it.

To add a subtopic, click the **Edit** link next to the topic you want to put the subtopic under. Enter a word or two into the **Add Subtopic** field, then click the **Add** button.

en Travel Edit ✕

en Weather Edit ✕

Change topic name

Weather Save

Add subtopic:

English Local Add

Add translation:

---Select language--- Translate

es Tiempo Edit ✕

The new subtopic will appear underneath its parent topic.

en Travel Edit ✕

en Weather Edit ✕

es Tiempo Edit ✕

en Local Edit ✕

en Storms Edit ✕

es Tormentas Edit ✕

en Freaky Weather Edit ✕

es Lunático Tiempo Edit ✕

You can delete a specific topic or subtopic using the blue cross icon, on the right hand side of its row. If you attempt to delete a topic currently in use by an article, Newscoop will warn you about this.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Topics >

Deleting topic

Deleting topic

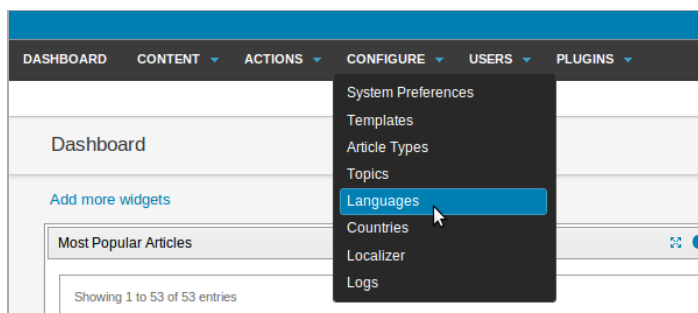
There are 2 articles using the topic.

OK

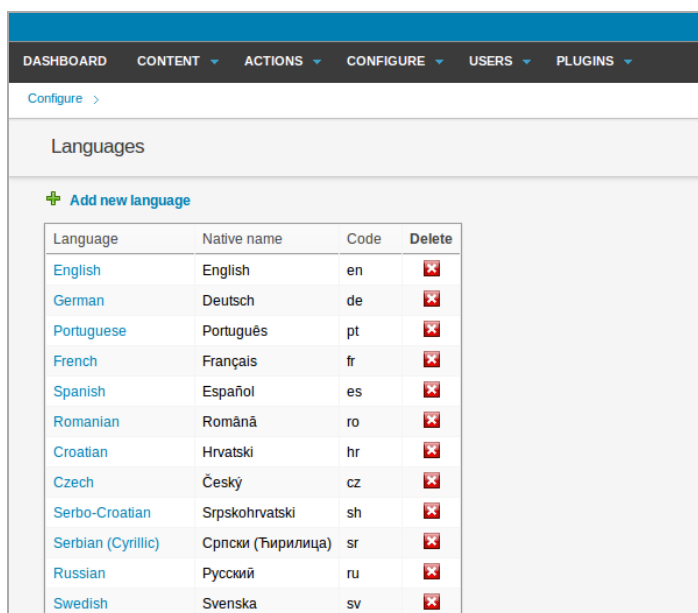


# 27. LANGUAGES

While Newscoop's default language is English, you are by no means limited to publishing in that language only. Click **Configure** on the main navigation menu, then **Languages** from the submenu, to see the languages currently available on the system.



The Language page enables you to configure support for languages that you wish to publish in. The **Code** column refers to the two-letter ISO 639-1 code name for each language. English, for example, is en, German is de, Spanish is es, Russian is ru, and so on.



Click on a name in the **Language** column to open a page for that language, which enables you to adjust month, day and time name translations. This feature ensures that automatically generated publication dates and times for an article in a particular language are displayed correctly to your international readers.

DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

Configure > Languages >

Edit language

Edit language

Name:Georgian|

Native name:ქართული

Code:GE

Please enter the translation for month names.

January:იანვარი

February:თებერვალი

March:მარტი

April:აპრილი

May:მაისი

To add another language, click on the **Add new language** link, next to the green cross icon. You should enter the language name (both in your own language, and the **Native name** in the language itself), and its two-letter ISO code (e.g. **cy** for Welsh).

DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

Configure > Languages >

Add new language

Add new language

Name:Welsh

Native name:Cymraeg

Code:cy

Please enter the translation for month names.

January:Ionawr

February:Chwefror





March:Mawrth

April:Ebrill

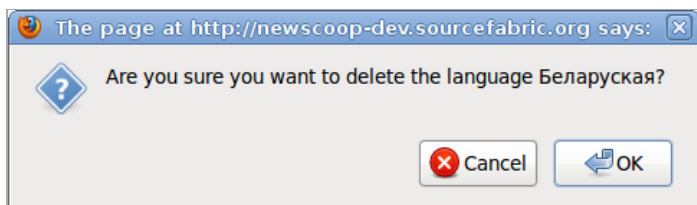
May:Mai|

After entering translations in all the fields, click the **Save** button at the end of the page. The new language will now be shown on the Languages page.

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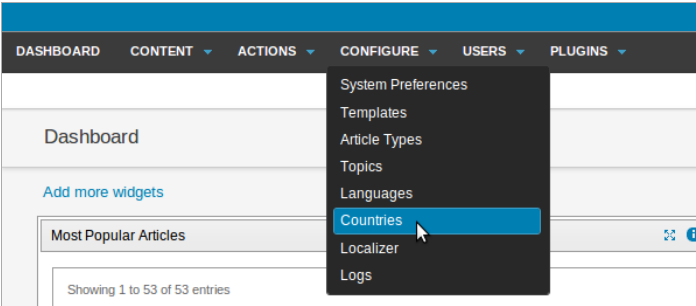
Georgian	ქართული	GE	
Chinese (Traditional)	繁體中文	zh_TW	
Polish	Polski	pl	
Welsh	Cymraeg	cy	

You may wish to limit the number of languages configured on your server, in order to spare your editors and journalists from having to navigate long drop-down language menus. To remove a language, click the white cross in a red square icon at the end of each row in the list. You will be asked if you are sure about this action.

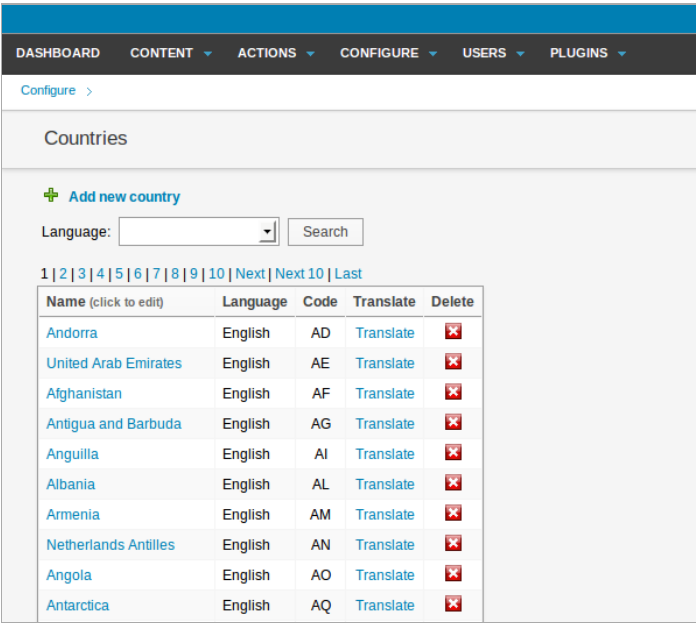


# 28. COUNTRIES

This page determines how country lists will appear in forms that readers fill in, for example when signing up for an email newsletter. It also enables you to create country lists in different languages. To see the list of country names in the default language, click **Configure** on the main navigation menu, then **Countries** on the submenu.



The Countries page shows an alphabetical list of countries, with the language they are displayed in, and a two-letter ISO 3166-1 country code for each name. Note that the alphabetical sorting is by the country code, rather than by the country name.



Click on the name of a country to edit it, then click the **Save** button to return to the country list.

**Edit country name**

Country: Netherlands Antilles

Name: Dutch Antilles

Save

To translate a specific country name into a particular language, click the **Translate** link in that country's row in the list. In the **Translate country name** page, select the target language from the drop-down menu, and enter the translation into the **Name** field. Then click the **Save** button.

**Translate country name**

Country: Germany

Name: Deutschland

Language: Deutsch

Save

To find your translated country names later, use the drop-down **Language** menu at the top of the Country page to select the language you are interested in, and then click the **Search** button. The search results, if any, will be listed below the Search box.

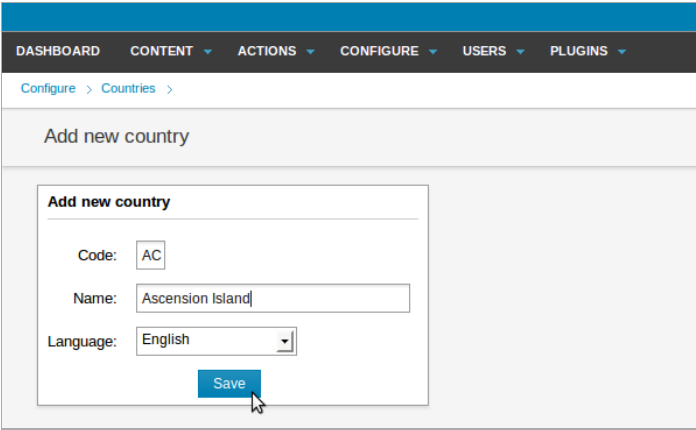
**Countries**

+ Add new country

Language: Deutsch Search

Name (click to edit)	Language	Code	Translate	Delete
Deutschland	Deutsch	DE	Translate	

Newscoop's list includes almost all known countries by default, but if you have deleted a country and need to put it back, you can do this by clicking on the **Add new country** link next to the green cross icon. You will be prompted to enter the country's two-letter ISO code, name and language. The drop-down menu will contain as many languages as you have defined in Newscoop's Configure - Languages page.



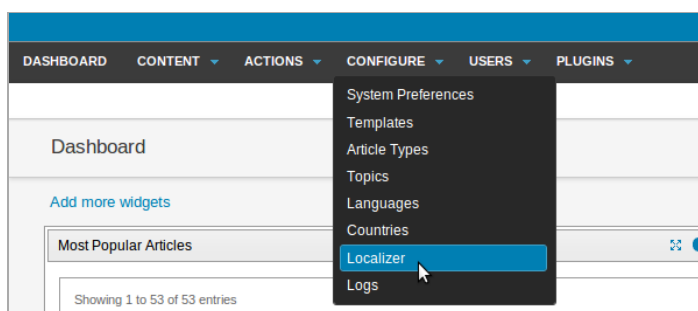
The screenshot shows the 'Add new country' form within the Newscoop configuration interface. The top navigation bar includes links for DASHBOARD, CONTENT, ACTIONS, CONFIGURE, USERS, and PLUGINS. Below this, a breadcrumb trail shows 'Configure > Countries >'. The main heading is 'Add new country'. The form itself is titled 'Add new country' and contains three input fields: 'Code' with the value 'AC', 'Name' with the value 'Ascension Island', and 'Language' with a dropdown menu showing 'English'. A blue 'Save' button is located at the bottom right of the form, with a mouse cursor hovering over it.

Note that the language you are asked to specify is the language in which you are entering a country's name, not the language spoken in the country.

## 29. THE LOCALIZER

The default language for the Newscoop administration interface is English, but you can either use one of the many translations supplied with Newscoop, or create your own translation using the built-in **Localizer** tool. You can also use the Localizer to improve an existing translation, or adapt it for a regional dialect.

The first step is to check that the language you wish to translate into is in the **Configure Languages** list. If your target language does not exist yet, you will have to add it to Newscoop first. Then, you can open the Localizer by clicking **Configure**, then **Localizer** on the main navigation menu.



The Localizer works by enabling you to translate individual 'strings' of text that appear in the Newscoop administration interface. There are 2091 strings in the whole of Newscoop, divided into 40 **Screens** representing the various different pages in the interface. You can complete a localization with a team of translators working together, by tackling one screen each at a time.

DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

Configure >

Localizer

Screen:

Globals ▾

Translate from:

English ▾

Translate to:

Español ▾

Show translated strings ▾

Submit

en: Plugins

Plugins

en: Manage Plugins

Administrar plugins

en: Account

Cuenta






en: Items per page

Items por página

Select your source (**Translate from**) and target (**Translate to**) languages from the drop-down menus, and then select a **Screen**, such as *Geo-location* or *Article Types*. Strings that have not yet been translated are shown in a red font. You can save your work at any time by clicking the disk icon next to one of the input fields. When you have completed your translation, there is a **Save** button at the end of the page.

You will encounter strings with a dollar sign in them, e.g. "\$1". This means that one or more words will be substituted in place of these characters. For example, the phrase "Signed in: \$1", when displayed on the interface, might be: "Signed in: Administrator". In this example, "Administrator" was substituted for "\$1".



en: There are \$1 article(s) left.
 Hay \$1 articulo(s) pendiente(s)
en: There are \$1 issues(s) left.
 Quedan \$1 suscripciones.
en: There are \$1 section(s) left.
 Hay \$1 seccion(es) pendiente(s)
en: There are \$1 publication(s) left.
 Hay \$1 publicacion(es) pendiente(s)
en: There are \$1 countries left.
 Hay \$1 pais(es) pendiente(s)

TinyMCE, the WYSIWYG article editor incorporated into Newscoop, can also be localized. The strings in TinyMCE have to be edited manually by your system administrator, which is a task done separately from the Localizer.

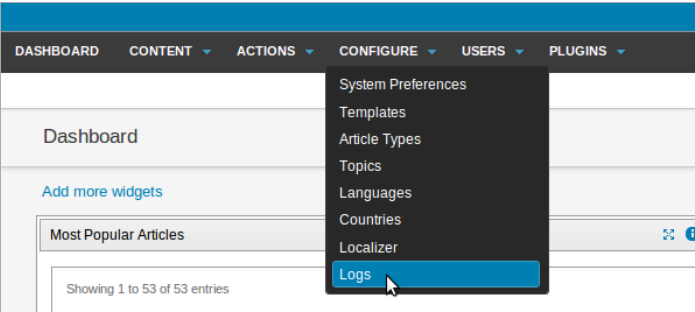
## SENDING A LOCALIZATION BACK TO THE NEWSCOOP TEAM

We actively encourage Newscoop users to send us their language localizations. This makes Newscoop more useful for people around the world. Even if a similar language localization exists, it may not address your particular needs or regional differences. For example, there may be differences in Spanish between that used in Spain and that used in Guatemala. In that case, you can localize Newscoop to your needs and share the localization with other users that speak your language or dialect.

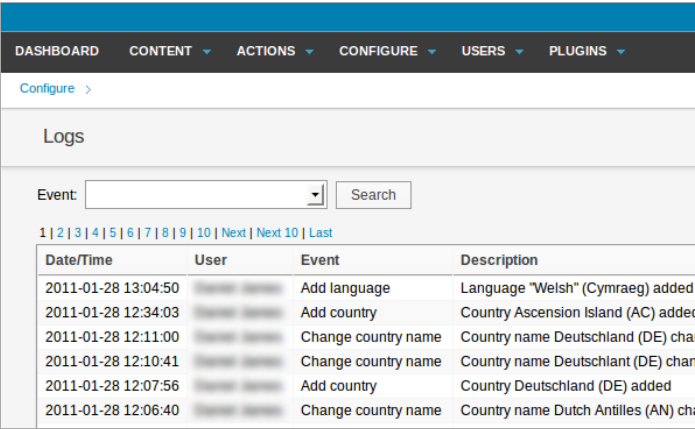
For more information on how to contribute a localization to Newscoop, please email [contact@sourcefabric.org](mailto:contact@sourcefabric.org)

# 30. LOGS

The Newscoop administration interface includes a feature which enables you to keep track of who has done what, and when, on your publication's server. You can examine Newscoop's log files by clicking **Configure** on the main navigation menu, then **Logs**.



The default log view displays all recent events on the Newscoop server, with 15 listings per page, and the most recent events first. Click the **Next** link or page number just above the search results box to see previous pages. Like most features in Newscoop, the Logs page is multilingual, so you may see log entries in languages other than your own.



To examine the logs selectively, use the **Event** drop-down menu above the search results box to select a particular action; for example, *Add country*. Then click the **Search** button, and the Logs page will be refreshed to list events corresponding to that action exclusively.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure >

Logs

Event: 

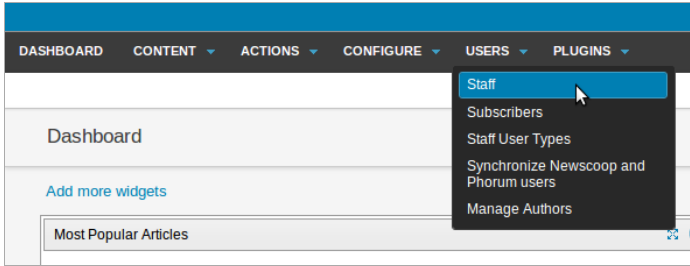
Add country

Search

Date/Time	User	Description	User IP Address
2011-01-28 12:34:03	ascension	Country Ascension Island (AC) added	193.108.250.100
2011-01-28 12:07:56	deutschland	Country Deutschland (DE) added	193.108.250.100

# 31. USER MANAGEMENT

Newscoop's user management features enable you to control access for both **Staff** users and **Subscribers**. You can define **User types** for your staff members, such as Journalist or Editor, and manage author profiles. User management tasks have their own sub-menu on the main Newscoop navigation menu.



Initially, Newscoop has only one user account: **admin**. Do not delete this account, as it is needed by the feature which informs staff users of events on the Newscoop system. The email address associated with the admin account is used as the "Reply-To" address in these notification emails.

## CREATING USER TYPES

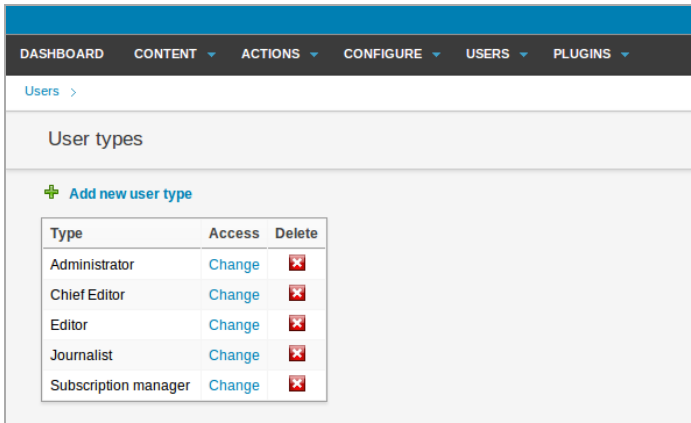
A **User type** is defined by a checklist of tasks that the user is allowed to perform in the Newscoop system. This list of tasks ranges from creating, managing and editing publications, sections, or articles, to template and plugin management.

Instead of configuring each access right for every single user, Newscoop enables you to create generic user types which can be assigned to multiple users.

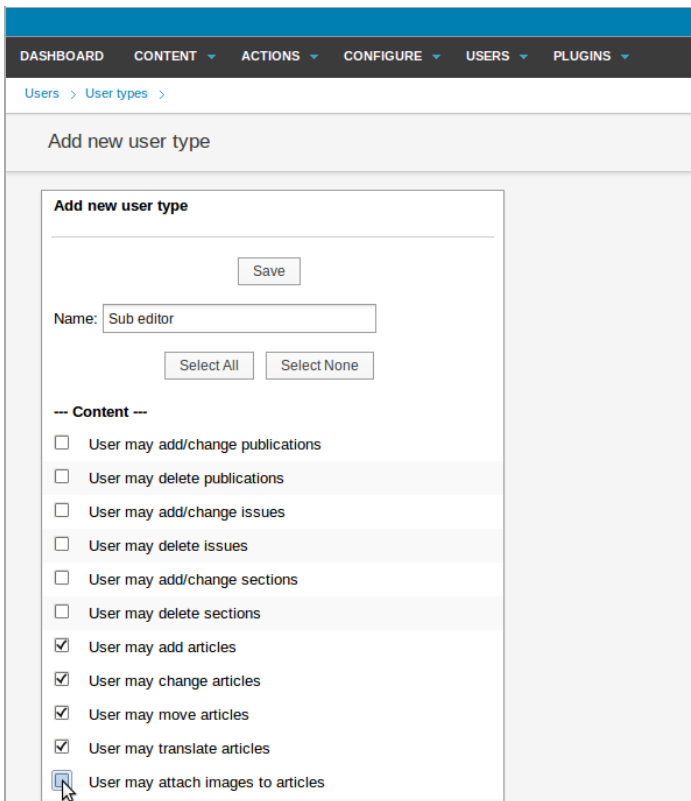
Newscoop has five default user types, in order from most to least powerful:

- Administrator - full authorization
- Chief Editor - has the right to create and delete issues
- Editor - limited to basic article management and editing
- Journalist - can create articles, but not delete them
- Subscription manager - can't change editorial content

To create a new user type, select **Staff User Types** from the Users menu, then click the **Add new user type** link next to the green plus sign icon.



Name the new user type, and check the boxes for the rights that you want enabled for this type. Then click the **Save** button at the top or bottom of the list.



When you return to the **User types** list, your new user type should be shown there.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Users >

User types

+ Add new user type

Type	Access	Delete
Administrator	<a href="#">Change</a>	
Chief Editor	<a href="#">Change</a>	
Editor	<a href="#">Change</a>	
Journalist	<a href="#">Change</a>	
Subscription manager	<a href="#">Change</a>	
Sub editor	<a href="#">Change</a>	

## CREATING STAFF USERS

To add a new **Staff user**, select **Staff** from the Users menu, and then click on the **Add new staff member** link next to the green plus sign icon.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Users >

Staff management

+ Add new staff member

Full Name

Account Name

E-Mail

Full Name	Account Name	E-Mail	User Type
Administrator	admin	support@sourcefabric.org	Administrator

You should specify the account name, password, full name, e-mail address and phone number of the new user. Then choose a **User type** (either one of the default types, or a custom user type that you have created).



DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

Users > Staff >

Change user account information

Add new staff member

Account name: **suziqsub**

Full Name:

E-Mail:

Phone:

Click here to change password

Show more user details

User Type:

Click here to customize user permissions

Save

## MANAGING AUTHORS

Newscoop includes a feature for managing author profiles, which you can find by clicking **Manage Authors** on the Users menu. Authors do not necessarily have corresponding login accounts on the Newscoop system, but they can still be credited as contributors to articles.

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DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Configure >

Manage Authors

Filters

+ Add new Author

Author	Type	Delete
Amerigo Vespucci	Author	
Daniel James	Author	
Douglas Arellanes	Author	
Global Wire Service	Author	
James Q. Reporter	Author	
Jane Stockwriter	Author	
Jeffrey McManus	Author	
Orlando Persona	Author	
Sarah Staffwriter	Author	
Sava Tatić	Author	

Showing 1 to 10 of 11 entries

General
Biography

First name:
Last name:
Aliases:
Type:

Auth
Write
Photo
Edit
Colu

Contacts

Skype:
Jabber:
AIM:
Email:

Re

Further information can be saved for each author, using the three tabs on the right-hand side of the page. Multiple author types can be assigned for credits on a particular article, including Writer, Photographer, Editor or Columnist. The Biography tab includes a field for uploading an author photo, while the third tab, Content, tracks any articles associated with the author.

GeneralBiographyContent

First name:

Sarah

Last name:

Staffwriter

Aliases:

✕

Type:

Author

Writer

Photographer

Editor

Columnist

Contacts

Skype:

sarah.staffwriter1980

Jabber:

AIM:

Email:

sarah@example.com

Reset

Save All

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## 32. SUBSCRIPTIONS

Newscoop allows you to control reader access to your publication through its built-in subscription features. (If you want to have all your content freely accessible, your designer can bypass the subscription features in your publication's templates). Articles that you create in your publication are available to subscribers only by default. However, Administrators have the right to make a particular article accessible to non-subscribers.

Newscoop enables you to control access to your site in two ways:

- **Account name and password** pairs, which are suitable for individual users
- **IP address range** access, more suitable for institutional subscribers (libraries, universities, NGOs, companies)

### ACCOUNT NAME AND PASSWORD ACCESS

A non-subscriber who tries to access a subscriber-only article sees a message indicating that they should log in or register to see it.



The reader has the option to subscribe immediately to all articles in the same section, or the whole publication. This subscription can be **paid** or **trial**, depending on the reader's choice.

# TheCustodian

HomeNewsBusinessSportsLifestyleCarsReal EstateBlogs

Lifestyle

Home > Lifestyle

## Create or modify your profile

Please fill in the following form in order to create the subscription account.

Full name:

A.N. Other-reader

E-mail:

reader@example.com

Username:

a.n.other

Password:

●●●●●●●●●●

Password (again):

●●●●●●●●●●

City, Country:

Wideawake, Ascension Isla

Phone:

+247 123 456 789

Phone (cell):

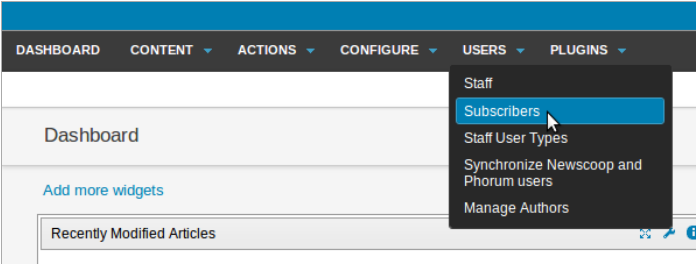
+247 123 987 654

Type of registration:

Paid

submit

The list of subscribers is available in the Newscoop administration interface by clicking on Users in the main navigation menu, then Subscribers.



The subscription management interface includes a search tool which enables you to list readers according to several criteria, including subscription expiry date.

The duration of paid or trial subscriptions is determined by the **Default time periods** set when you created the publication. (You can change these settings for your publication by clicking the **Configure** icon in the **Publication list**). During a trial period, the reader has a chance to make payment, and consequently have their subscription extended by an administrator.

The publication's administrator is automatically notified of all new subscriptions by e-mail. Subscribers also receive automatically generated e-mail reminders that their subscription is expiring two weeks before the event. The text of the subscription expiry message is created in a Newscoop template by your web developer. The default system template reads as follows:

"Dear <reader>,

This is an automatically generated e-mail message. Your <subs\_type> subscription (started on <start\_date>) to publication <publication> will expire on <date> (in <number> days).

Please enter the site [http://<pub\\_site>](http://<pub_site>) to update subscription."

## IP ADDRESS ACCESS

The IP based access feature of Newscoop can be used to automatically log in subscribers that have IP (Internet Protocol) addresses in a known range. This means that groups of readers with computers in that IP range do not need account names or passwords to access your subscription-only content.

To create an IP Address subscription, go to the **Subscriber management** page. First, create a subscriber account by clicking on the **Add new subscriber** link, next to the green plus sign icon. Enter an **Account name**, a **password**, and a **Full name** with **E-mail** address and **Phone** number for the subscribing group or institution. You do not need to inform the readers who will be using IP address access of the existence of this Account name and Password.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Users > Subscribers >

Add new subscriber

Account name: AN University Library

Password Generator: 

Generate

 xJ85nMgv 

Clean

Password: 

●●●●●●●●

 68% Strong

Confirm password: 

●●●●●●●●

Full Name: Q.T. Librarian

E-Mail: qt@example.com

Phone: +1 234 567 8910

Show more user details

Save

Once the new subscription account has been created, click on the **Add new** link in the **User IP access list management** table on the right hand side of the page.

Account name: AN University Library

Full Name: Q.T. Librarian

E-Mail: qt@example.com

Phone: +1 234 567 8910

Click here to change password

Show more user details

Save

Subscriptions 

+ Add new

No subscriptions.

User IP access list management 

+ Add new

No records.

The form allows the input of a range of consecutive IP addresses. If necessary, more ranges can be added later. The start IP address is the lowest address in the range, while the number of addresses sets the size of the range, including any address ending in zero. For example, if a university library had the range of IP addresses 198.51.100.0 to 198.51.100.63, then you would enter:

- start IP address: 198.51.100.0
- number of addresses: 64

The screenshot displays two administrative sections. The top section, 'Subscriptions', has a green plus icon and an 'Add new' link. Below it, a message states 'No subscriptions.' The bottom section, 'User IP access list management', also features a green plus icon and an 'Add new' link. Underneath, it says 'No records.' and presents a form for adding IP addresses. The form contains a 'Start IP' field with four sub-inputs containing the values 198, 51, 100, and 0, separated by dots. Below this is a 'Number of addresses' field with the value 64. At the bottom of the form are two buttons: 'Add new' (highlighted with a mouse cursor) and 'Cancel'.

It is not necessary to add anything to the Newscoop templates for IP based subscriptions to work.

It is also possible to search for subscribers based on known IP addresses. In the search box on the **Subscriber management** page, enter a number in at least one box in the field labeled **IP address**, starting on the left side. Click the **Search** button, and the page will display all subscribers that have known IP addresses which match that number (or numbers).

## SYNCHRONIZE NEWSCOOP AND PHORUM USERS

This feature is found on the Users menu. It enables administrators to update the database of reader login accounts, so that readers can post comments in both the Newscoop publication and an associated Phorum bulletin board.

## 33. USING PLUGINS

Plugins enable your system administrator or template designer to add functionality to your Newscoop installation without having to write a large amount of code. They can also enable you to make better use of the content and templates already in your Newscoop publication. Currently, there are three plugins installed by default with Newscoop:

- **Polls:** A mechanism for your readers to vote on a question; the question can be set dynamically and can be multilingual
- **Interviews:** Enables on-line interviews for your Newscoop publication; readers can see the latest questions and answers
- **Blogs:** Enables staff members to create and post to their own blogs, including comments

### INSTALLING NEW PLUGINS

Once new plugins are downloaded to your computer, they can be uploaded to your Newscoop server. Plugins must be uploaded to the Newscoop server in **.tar** archive format. In the Newscoop administration interface, click Plugins on the main navigation menu, then Manage Plugins. Click the Browse button to select the plugin from your computer, then click the Upload button. Once a plugin is correctly installed, you will be able to administer it using separate entries on the Plugins menu.

The Manage Plugins page also provides you with a list of installed plugins. There is a checkbox which can be used to enable or disable each plugin. The white X in a red box icon enables you to delete a plugin from your system.

Plugins require changes to your site's templates, but each plugin also includes sample templates for your designer to either copy and paste, or to use as a guide for their own template code.



# HELP

**34. WHERE TO GO FOR SUPPORT**

**35. CREDITS**

## 34. WHERE TO GO FOR SUPPORT

Sourcefabric offers full commercial support for Newscoop. Additional support is provided to the Newscoop user and developer community.

**Forum and mailing list:** You can visit the Newscoop online support forum, and sign up for the mailing list, at <http://forum.sourcefabric.org/index.php/f/10/>.

This forum is mirrored by the mailing list, so posts on the forum appear on the mailing list and vice versa. You can therefore also post a message there by emailing: [newscoop-support@lists.sourcefabric.org](mailto:newscoop-support@lists.sourcefabric.org).

To subscribe to forum updates via mail, please register or login to the forum by clicking the appropriate link. Then click the 'Subscribe' button at the top of each forum page.

**Bug reporting:** Newscoop needs your input to improve. If you think you've found a bug, please visit <http://dev.sourcefabric.org> and sign in, using the same login and password that you registered for the Newscoop forum. Create a bug report by selecting Create Issue, then Newscoop, and then Bug. That way, the Newscoop team can keep track of your problem and notify you when it has been fixed. You can also suggest improvements and new features for Newscoop on that site.

**Contact:** Finally, when all other avenues have been exhausted, email us directly at [contact@sourcefabric.org](mailto:contact@sourcefabric.org) and we'll try to help!

# 35. CREDITS

**Newscoop is being developed by an international community of developers and designers led by Sourcefabric.**

<http://newscoop.sourcefabric.org>

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## AUTHORS

This manual has been edited and reworked by Daniel James, based on the collaborative effort at FLOSS Manuals. Thanks to all contributors!



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Version 3, 29 June 2007

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For the developers' and authors' protection, the GPL clearly explains that there is no warranty for this free software. For both users' and authors' sake, the GPL requires that modified versions be marked as changed, so that their problems will not be attributed erroneously to authors of previous versions.

Some devices are designed to deny users access to install or run modified versions of the software inside them, although the manufacturer can do so. This is fundamentally incompatible with the aim of protecting users' freedom to change the software. The systematic pattern of such abuse occurs in the area of products for individuals to use, which is precisely where it is most unacceptable. Therefore, we have designed this version of the GPL to prohibit the practice for those products. If such problems arise substantially in other domains, we stand ready to extend this provision to those domains in future versions of the GPL, as needed to protect the freedom of users.

Finally, every program is threatened constantly by software patents. States should not allow patents to restrict development and use of software on general-purpose computers, but in those that do, we wish to avoid the special danger that patents applied to a free program could make it effectively proprietary. To prevent this, the GPL assures that patents cannot be used to render the program non-free.

The precise terms and conditions for copying, distribution and modification follow.

## **TERMS AND CONDITIONS**

### **0. Definitions.**

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